DOCUMENT RESUME

ED 285 146 CS 210 219

AUTHOR Edwards, Pat
TITLE P.S. Write Soon!
INSTITUTION Australia Post, Carlton.; Primary English Teaching Association, Rozelle (Australia).
REPORT NO ISBN-0-642-09728-3
PUB DATE 86
NOTE 65p.; For the teachers' guide, see CS 210 220.
AVAILABLE FROM Freepost 20, P.S. Write Soon, Australia Post, Schools Education Program, PO Box 411, South Melbourne, Victoria 3205, Australia ($2.95 per copy, Australian currency, $1.95 each for an order of 20 or more, including free Teachers' Notes).
PUB TYPE Guides - Classroom Use - Materials (For Learner) (051)

EDRS PRICE MF01 Plus Postage. PC Not Available from EDRS.
DESCRIPTORS Business Correspondence; Elementary Education; Foreign Countries; Interpersonal Communication; *Letters (Correspondence); Teaching Methods; Writing Exercises; *Writing Instruction; Writing Skills
IDENTIFIERS Australia; Letters to the Editor; *Postal Service

ABSTRACT

Intended for use by students, this illustrated Australian classroom unit was designed to encourage young people to develop a lifelong habit of letter writing. The booklet begins with a letter to children from the Australian "Post," and excerpts from two poems about letter writing. A section on how letters can link the world emphasizes the benefits of receiving a personal letter, gives suggestions for choosing people to write to, suggests good topics to include in letters, and discusses different types of letters to write (such as fan letters and letters to pen friends). The next section, on how letters can make things happen, introduces students to the format of business letters and tells them how to write polite, effective letters to praise or complain about products, letters to the editor, and letters to public officials. The section showing that letters can be fun describes creative letter writing, serial letters, talking letters, and writing letters for others. Suggestions for designing stationery, envelopes, and postcards are then presented, followed by interesting facts about letter writing, postal history, and stamps. The final part of the booklet provides do's and don'ts to avoid the dead letter office and gives tips on abbreviations and package wrapping. (SKC)

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Written by PAT EDWARDS

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Acknowledgements

Written by Pat Edwards
for Australia Post and
Primary English Teaching Association
Editors Ron Boothman / Australia Post
Lyn Wilkie / PETA

Designed and illustrated by
Graphic Connection (03) 347 8000

Printed by Cambec Press, Victoria
Phone: (03) 544 0733

808.6
ISBN 0-642-09728-3
First Published 1986
Copyright © All rights reserved
Published by Australia Post in
co-operation with the
Primary English Teaching Association (PETA)
P.O. BOX 167
ROZELLE NSW 2039

PETA

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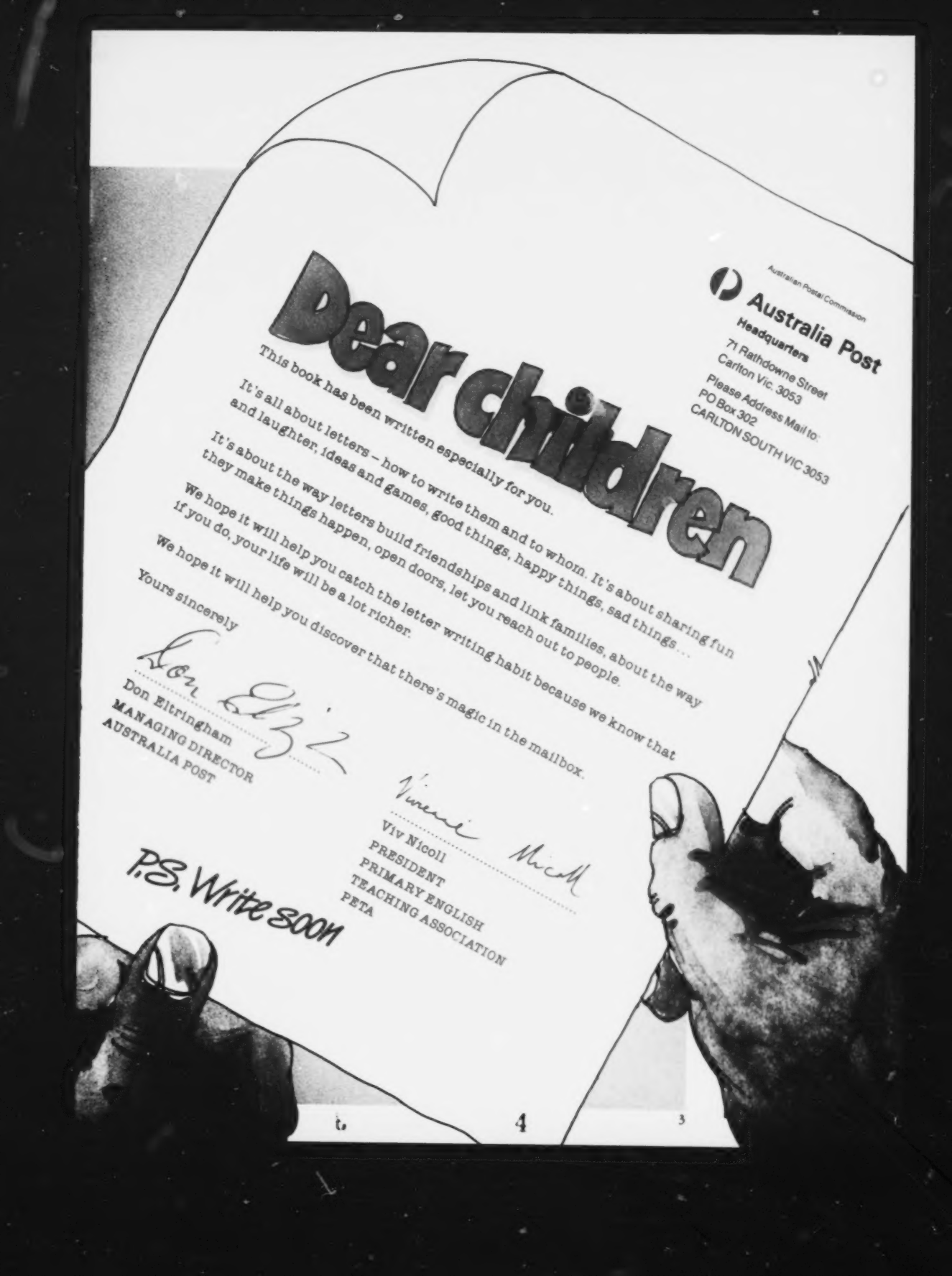
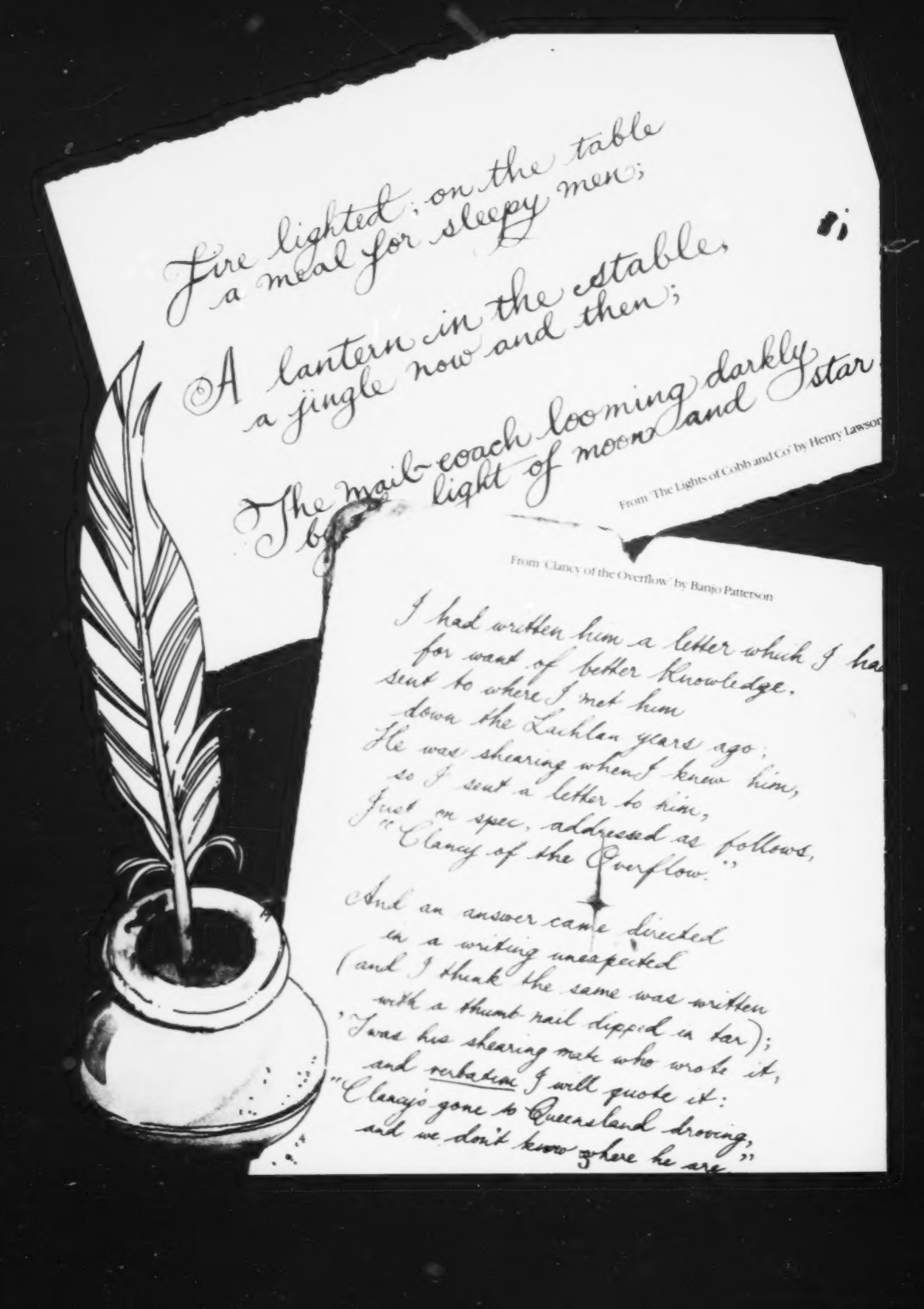

Dear children
Australian Postal Commission
Australia Post
Headquarters
71 Rathdowne Street
Carlton Vic. 3053
Please Address Mail to:
PO Box 302
CARLTON SOUTH VIC 3053
This book has been written especially for you.
It's all about letters – how to write them and to whom. It's about sharing fun and laughter, ideas and games, good things, happy things, sad things...
It's about the way letters build friendships and link families, about the way they make things happen, open doors, let you reach out to people.
We hope it will help you catch the letter writing habit because we know that if you do, your life will be a lot richer.
We hope it will help you discover that there's magic in the mailbox.
Yours sincerely
Don Eltringham
MANAGING DIRECTOR
AUSTRALIA POST
Viv Nicoll
PRESIDENT
PRIMARY ENGLISH
TEACHING ASSOCIATION
PETA
P.S. Write soon
to
4
3


Fire lighted; on the table
a meal for sleepy men;
A lantern in the estable,
a jingle now and then;
The mail-coach looming darkly
light of moon and star
From 'The Lights of Cobb and Co' by Henry Lawson
From 'Clancy of the Overflow' by Banjo Paterson
I had written him a letter which I had
for want of better knowledge.
sent to where I met him
down the Lachlan years ago;
He was shearing when I knew him,
so I sent a letter to him,
Just on spec, addressed as follows,
"Clancy of the Overflow."
And an answer came directed
in a writing unexpected
(and I think the same was written
with a thumb-nail dipped in tar);
'Twas his shearing mate who wrote it,
and verbatim I will quote it:
"Clancy's gone to Queensland droving,
and we don't know where he are."

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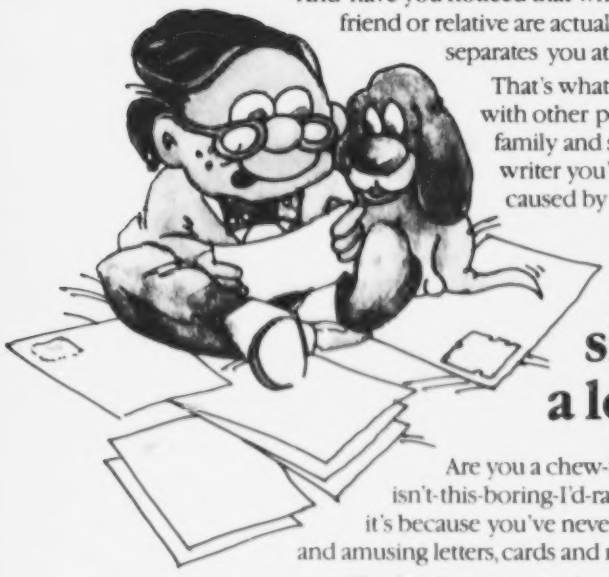
LETTERS can

'Hey, it's for me!'

Nice feeling, isn't it, when you discover that one of the letters the postie has just dropped in the box is for you? Makes you feel good to realise that someone likes you enough to have taken the time and trouble to write. And have you noticed that while you're reading a letter it's as if you and that friend or relative are actually talking to each other, as if no distance separates you at all?

That's what is so marvellous about a letter. It helps you share with other people – share adventures, information, jokes, family and school news. Even better, if you are a good letter writer you'll never lose a friend because letters bridge gaps caused by time and distance in a way that nothing else can.



So, how long is it since you last wrote a letter?

Are you a chew-the-end-of-the-pen, gee-I-can't-think-what-to-say, isn't-this-boring-I'd-rather-be-watching-TV kind of writer? If you are, it's because you've never discovered the fun of creating original and amusing letters, cards and notes – the kind other people love to get.

This book is going to show you how to be the world's best letter writer.

Anyone can do it.

All you have to do is read – and write on!

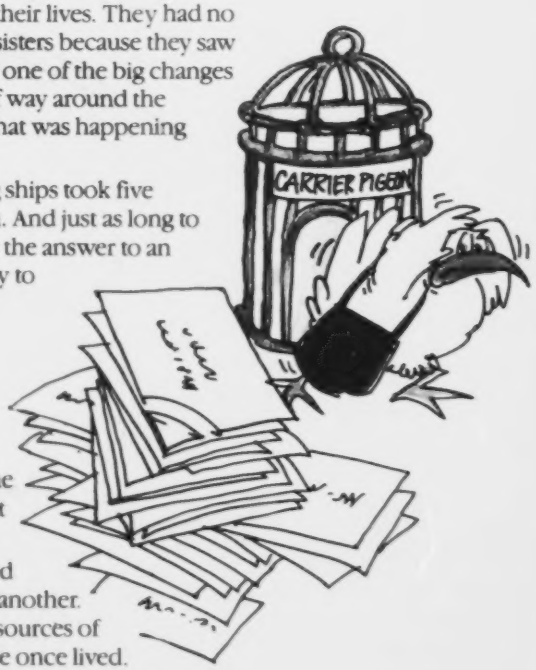
ink the world

A letter from home

If your family came to Australia from another country or if you've moved away from the state you were born in, then letters from 'back home' are an important part of family life. They help keep families together, keep them in touch with each other.

Long ago people often lived in the one place all their lives. They had no need to write letters to their parents or brothers and sisters because they saw each other nearly every day. But times changed. And one of the big changes was that some members of those families moved half way around the world. Now they had to rely on letters to tell them what was happening to those they loved.

How hard it was for our first new settlers! Sailing ships took five months to make the voyage from Europe to Australia. And just as long to get back there again. Too bad if you were waiting for the answer to an urgent question. It could take nearly a year for a reply to reach you.



'Here's the mail!'

The arrival of mail was always an exciting event, a time of rejoicing and sometimes sadness. During the long months between letters, sisters and brothers got married, babies were born, relatives or friends died.

People kept their letters to read over and over and often these were handed on from one generation to another. Historians now say that these old letters are the best sources of information they have about the way ordinary people once lived.

Just imagine – one hundred years from now someone might be studying YOUR letters in order to find out what it was like to be a girl or boy way back at the end of the twentieth century.

Mind you, that means you'll have to write ones so good the people who get them will want to keep them forever.

How about it?

Dear who?

Okay, to whom are you going to write?

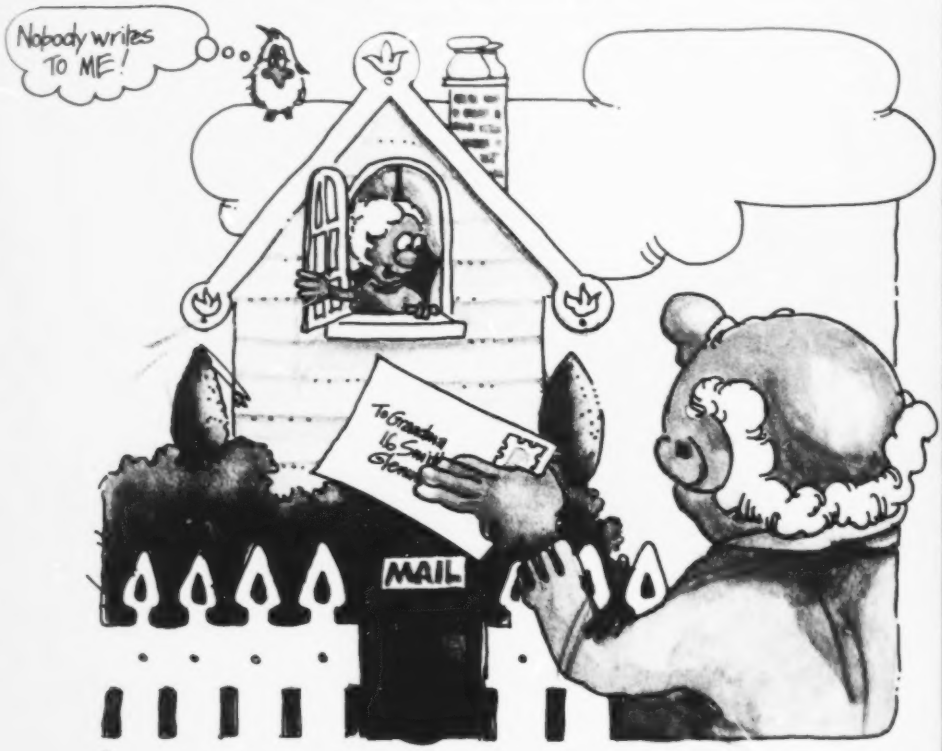
Did I hear you saying, 'But I don't know anyone I can send a letter to.'

It's not true, you know. We all know at least one person who'd love to find a letter in the mailbox.

Start with your family. Besides Mum and Dad and your brothers and sisters, you probably have – grandmothers, grandfathers, aunts, uncles, cousins, great aunts, great uncles (these are your grandparents' brothers and sisters).

See how the list is growing?

Come on, pick up a pen and write down the names of all the people related to you no matter how far away they live. Writing only one letter a month to any one of them can help you find out more about the folk who make up your family. Don't just choose cousins near your own age. Old people love getting letters too and can often tell you about exciting things that happened long before you were born.



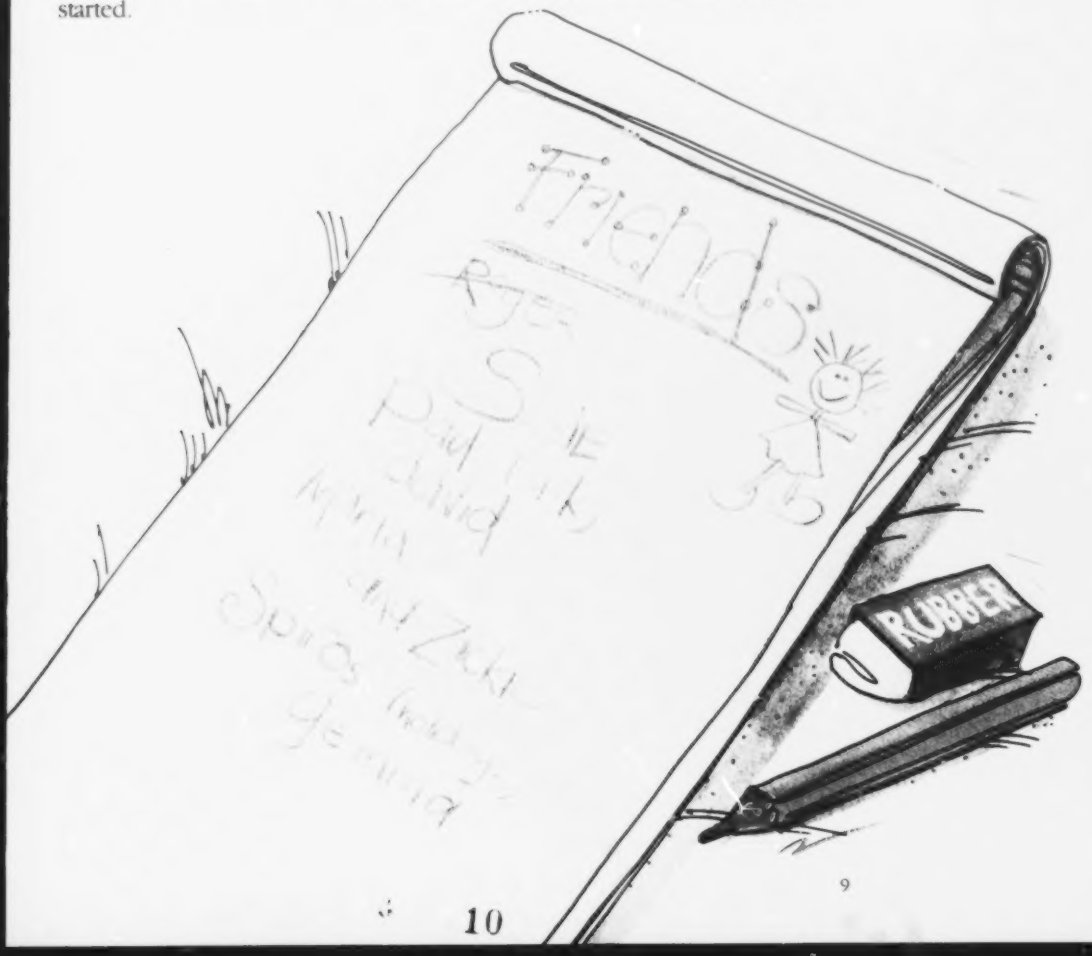
Hi, pal!

And what about friends?

List the names of classmates who are friends, both boys and girls. Put an asterisk beside the names of any who are away sick or on holiday with parents or are missing school for any family reasons. They should have top priority because they'll really appreciate one of those short, funny notes you are going to write.

What about friends in other classes? Other schools?...friends you've made through playing sport, cubs, brownies, scouts or guides, Sunday school and other church groups, gym clubs, pet clubs, youth clubs, learn-to-swim groups, ballet class...

How's your list? Bet it's longer than you thought it could be when you started.



But I don't know what to write!

Everyone says that but there are a million and one things to choose from.

First think of the person you are writing to. If it's someone your own age, write about the kinds of things you find interesting or amusing. Share some jokes, a riddle or two (you'll find a few sprinkled through this book), tell about your, or your team's latest sporting achievement or describe the beaut book you're reading at the moment. What about a description of the latest family disaster, like the time you all got packed up ready for a day at the beach and the car wouldn't go?

Or how about: a list of your favourite TV shows; favourite pop groups; favourite films or TV stars.

One of the best ways to get your mind racing and the ink flowing is to draw up a chart listing all the topics you think might interest the people you write to. Make it good and big, then pin it above your desk or bed. Now you've got a handy reference whenever you settle down to dash off one of those SUPER letters you're about to become famous for.

How about?

Here is the news.

Family news –
Who's been born, died, been sick...
Done something exciting/dreadful,
made me feel proud/ashamed/fed up...
Things I've done with the family
lately like going on picnics, to a film,
to the library...
Nicknames I've made up for everyone
Family birthdays, barbecues, parties...
What I'm going to do on my next holidays.

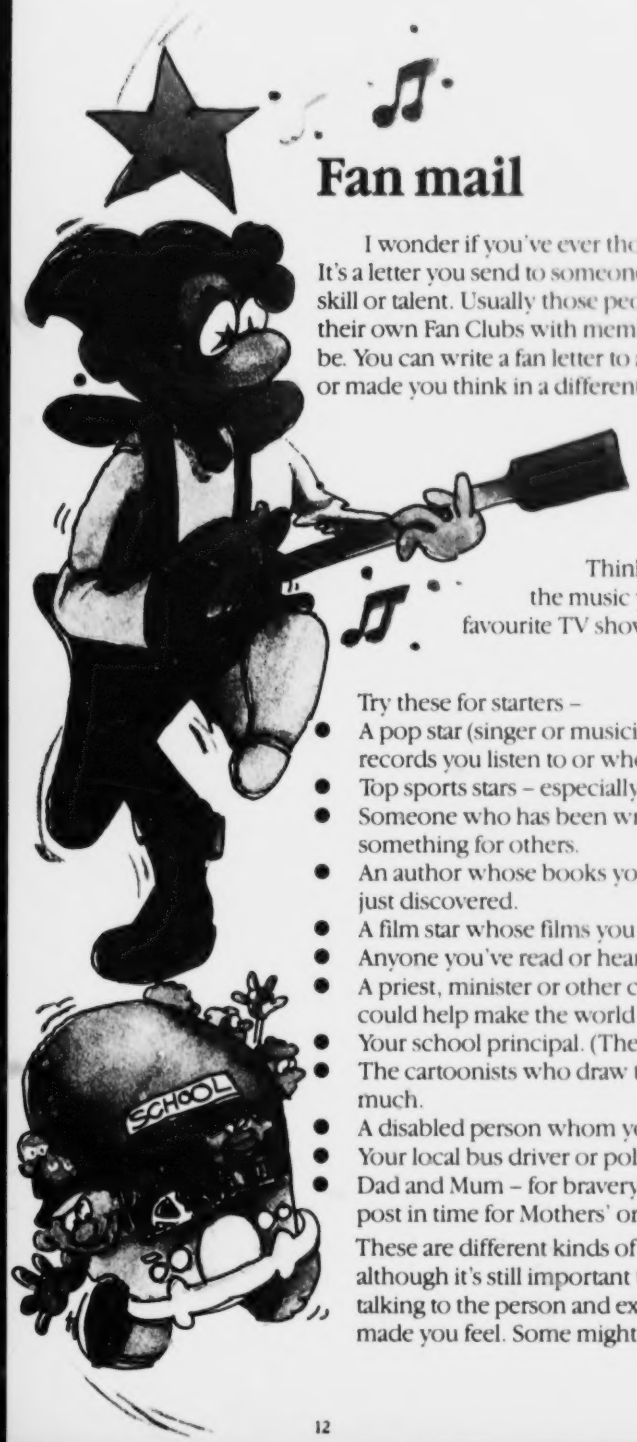
School news –
Good projects I'm working on
My best friends and what they're like
What happened on the last class excursion
Gangs – who's in what
Funny things that others do
Favourite subjects
Subjects I hate
What upsets the teacher.

My favourite sports –
How the last match went
How I train
My sports heroines and heroes

My favourite TV channel –
Shows I like best
My favourite ads
Ads I just can't stand
TV people I love or loathe

Questions to ask older people:
When you were my age –
What did you do at school each day?
What did you wear?
Who was your best friend?
What was your favourite book or
story/song/poem?
What games did you play?
Did you have a nickname?

Lots more ideas on pages 26-33.



Fan mail

I wonder if you've ever thought of writing a fan letter. Know what it is? It's a letter you send to someone to say how much you admire that person's skill or talent. Usually those people are famous stars (some of them even have their own Fan Clubs with members all over the world), but they don't have to be. You can write a fan letter to anyone at all who has made you laugh or cry, or made you think in a different way, or given you pleasure, or helped you make up your mind what you'd like to be when you grow up. Or you might just want to say, 'Good on you. You made me proud to be an Australian!'

Time to make another list:

Think about all the things you like best – the music you listen to, the books you read, favourite TV shows and films, local heroines or heroes...

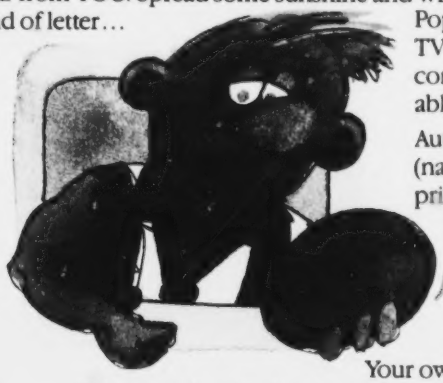
Try these for starters –

- A pop star (singer or musician – or even the whole group) whose records you listen to or whom you watch on TV.
- Top sports stars – especially Australian ones.
- Someone who has been written up in the local paper for doing something for others.
- An author whose books you've read and reread, or maybe one you've just discovered.
- A film star whose films you never miss.
- Anyone you've read or heard about who has been particularly brave.
- A priest, minister or other church leader who makes you feel you really could help make the world a better place.
- Your school principal. (They hardly EVER get fan letters)
- The cartoonists who draw the funny characters that make you laugh so much.
- A disabled person whom you admire.
- Your local bus driver or policeman who's always so patient with kids.
- Dad and Mum – for bravery in the face of home disasters. (A good one to post in time for Mothers' or Fathers' Day.)

These are different kinds of letters and will probably be easier to write, although it's still important to keep them short and simple. Pretend you are talking to the person and explain why you wanted to write and how they made you feel. Some might even have changed your life.

NB Remember that celebrities get lots of mail so you may have to wait some time for an answer. You might not get a reply at all. If this happens, don't feel too bad. Just tell yourself that at least you did say thanks to that person, that you probably made her or his day a little brighter.

But don't let it stop you writing. There are people out there waiting to hear from YOU. Spread some sunshine and write NOW! Where to send this kind of letter...



Pop stars: Address care of the TV station or the recording company (a music store may be able to help).

Authors: Send c/- the publisher (name and address always in small print somewhere in the book).

Sports stars: c/- their club, if they belong to one. Otherwise try the TV station which always televises the games you follow. Your own coach might be able to help.

If there are books about your favourites, write c/- the publishers.

People you've read about in the paper: Write c/- the newspaper.

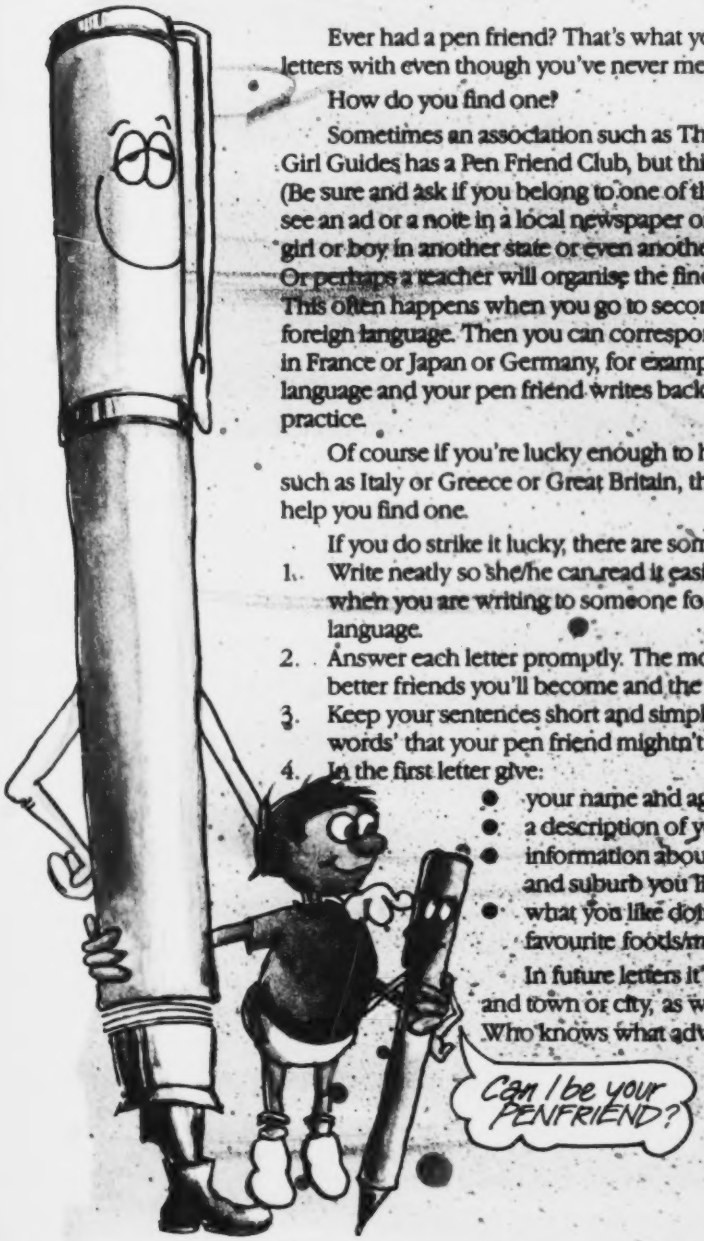
Church leaders: c/- their church or the TV show on which they appear.

Bus drivers: c/- the bus company.

Policemen and women: c/- the local police station.

Cartoonists and film stars are a little more difficult. Try to find out which company makes the films in which your favourites appear. Then check the yellow pages of your capital city, looking for the heading *Film Exchanges and Distributors*. If the company is listed, send your fan letter c/- that address (TV and film magazines could be helpful too).

Pen friends



Ever had a pen friend? That's what you call someone that you exchange letters with even though you've never met.

How do you find one?

Sometimes an association such as The Red Cross Society or Scouts or Girl Guides has a Pen Friend Club, but this is usually only for members. (Be sure and ask if you belong to one of these organisations.) Sometimes you'll see an ad or a note in a local newspaper or weekly magazine saying that a girl or boy in another state or even another country wants a pen friend. Or perhaps a teacher will organise the finding of pen friends for a whole class. This often happens when you go to secondary school and start learning a foreign language. Then you can correspond with someone your own age in France or Japan or Germany, for example. Usually you write in his or her language and your pen friend writes back in English so that you both get practice.

Of course if you're lucky enough to have relatives in another country such as Italy or Greece or Great Britain, then you can write and ask them to help you find one.

If you do strike it lucky, there are some rules to follow:

1. Write neatly so she/he can read it easily. This is especially important when you are writing to someone for whom English is a second language.
2. Answer each letter promptly. The more letters you send each other, the better friends you'll become and the easier it will get.
3. Keep your sentences short and simple at first and don't use slang or 'in words' that your pen friend mightn't understand.
4. In the first letter give:
   - your name and age.
   - a description of yourself plus photo if possible.
   - information about your family, what kind of house and suburb you live in, and anything else of interest.
   - what you like doing most and what are your favourite foods/music/sports etc.

In future letters it's a good idea to describe your state and town or city, as well as your school and friends. Who knows what adventures it might all lead to!

Letters to keep

What are you going to do with all those replies once you've become a F.L.W. (Fabulous Letter Writer)?

Grumple them up and toss them in the garbage?

Not likely!

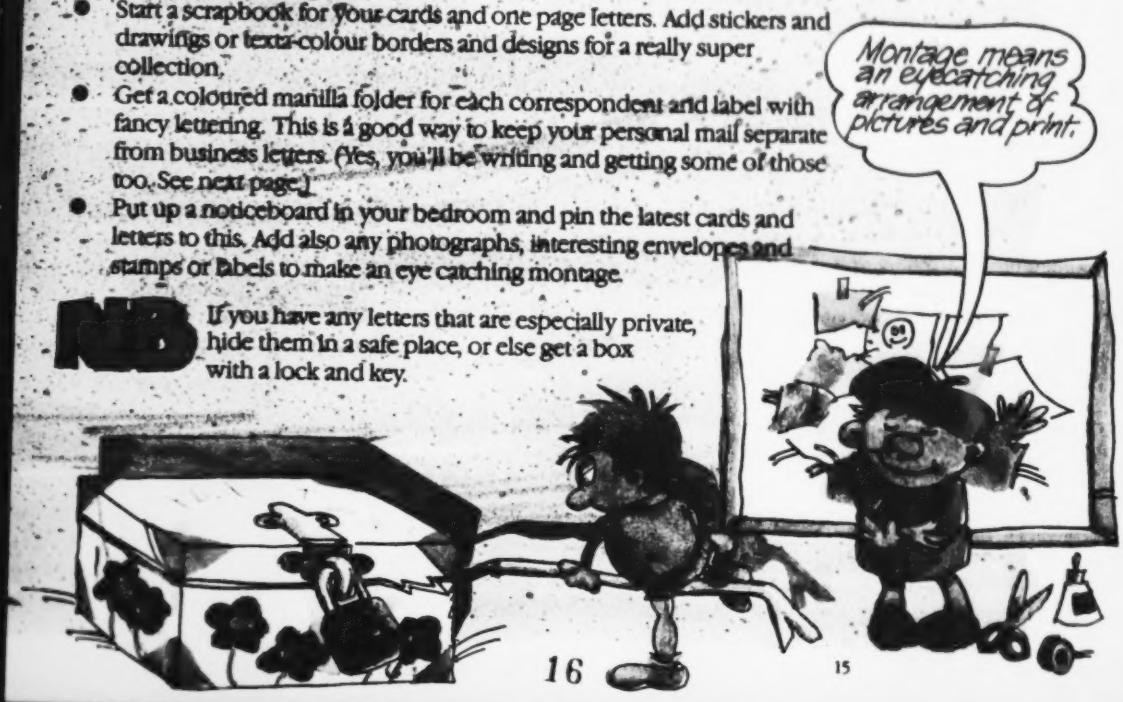
If you save your letters and cards you'll have wonderful reading later on, especially on those rainy Saturdays when you've seen all the repeats on TV.

You might like to keep all your letters and cards in a drawer, together with a list of all the people you've written to and the ones you'll contact next. You could bundle them together with string or rubber bands or even coloured ribbon.

Or you could use any one of the following ideas:

- Cover a shoe box with shelf paper and file your correspondence alphabetically. (You can buy file cards at stationery shops.)
- Decorate a small carton and divide into two sections – one marked FAMILY, the other FRIENDS.
- Start a scrapbook for your cards and one page letters. Add stickers and drawings or texta-colour borders and designs for a really super collection.
- Get a coloured manilla folder for each correspondent and label with fancy lettering. This is a good way to keep your personal mail separate from business letters. (Yes, you'll be writing and getting some of those too. See next page.)
- Put up a noticeboard in your bedroom and pin the latest cards and letters to this. Add also any photographs, interesting envelopes and stamps or labels to make an eye catching montage.

NB If you have any letters that are especially private, hide them in a safe place, or else get a box with a lock and key.



LETTERS can im

Dear Sir or Madam...

Have you ever thought of writing to the people who make your favourite brand of soft drink or bubble gum or biscuit to tell them how much you enjoy their product?

Ever thought of writing to a television station asking for information about your favourite show or to say that you're fed up with seeing the same old repeats?

Did you know that if you write to the manufacturers of some foods (like Vegemite or Peanut Butter) that they'll not only send you information but also fascinating recipes to try? And has anyone ever told you that government departments often have material specially written for school children?

When working on a project what do you do? Ask mum or dad or the teacher? Search through encyclopaedias or other reference books?

Often the best way to get really up-to-date material is to write to someone whose job it is to know about that topic. Suppose you've chosen the apple or the pear for your project on fruit. Well, a letter to the Australian Apple and Pear Corporation would be a good way to start. Or say you have to study timber or trees. It would make good sense to write first to the Forestry Commission in your state.

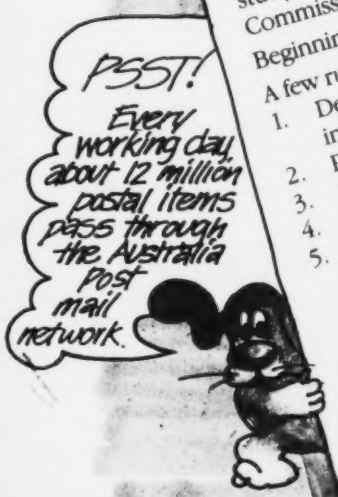
Beginning to get the idea?

A few rules to follow here:

1. Describe yourself (name, age, class at school) and say why you want the information.
2. Produce a neat, easy-to-read letter.
3. Set it out properly so it looks business like.
4. Stick to short sentences.
5. Make sure spelling and punctuation are right. (Ask someone to check.)

MOST IMPORTANT TIP OF ALL:

Write a rough draft so you can work out what you want to say. Then make the final copy.



ke things happen

But where do I start? How do I go about writing a business letter? Relax! It's not as hard as you think. Just read on...

Remember - the manager can be male or female.

Don't forget the date.

Your address: VERY important if you want a reply.

59 Wattle Rd
AUSSIE TOWN
VIC 3999

2 March, 1987

The Publicity Manager
Magic Bubble Gum Pty Ltd
36 Stringybark St
APPLE TOWN TAS 7888

Dear Sir or Madam,

I am nine years old and am the school champion bubble gum blower.

I want you to know that I really love your gum-nut flavoured bubble gum. I have tried every kind of gum on the market. Most of them are pretty good, but your gum-nut one is absolutely tops.

Please go on making it at least until after this years championships in October.

Yours sincerely
Peter Popper

Say what you want to say in a simple, chatty way.

Address clearly.

Yours sincerely sounds more friendly than Yours faithfully.

The Publicity Manager
Magic Bubble Gum Pty Ltd
36 Stringybark St
APPLE TOWN TAS 7888

And now the envelope. Put your name and address on the back.

Don't forget the postcode.

More tips to help you get started.

If the company you want to write to makes food, clothing, toys etc, its name is often written on a label somewhere.

Look that name up in the phone book. If it's listed, it will give the address. (Don't forget the Yellow Pages.)

Advertisements in magazines [illegible] have the manufacturer's name and address in the ad.

Government departments [illegible] Galleries, Libraries [illegible] Book or ask your [illegible] (See list on pp 24,25.)

When writing a letter of complaint, make sure you are polite and have your facts right.

Another tip. It's a good idea to keep a copy of any business letter you send.

NB – Ask Mum or Dad's advice before writing a complaint and get one of them to read it before you post it.

105 Cockatoo Ave.
ANZACVILLE S A 5997
15 January 1988

The Manager
Complaints Department
Super Swimwear
49 Surfers Rd.
BEACHVILLE QLD. 4970

Dear Sir or Madam,

I am eleven years old and this Christmas my Gran gave me a swimsuit made by your company.

Last week when I was at the swimming pool it split right up the back. It was very embarrassing. Gran took it back to the shop and they gave us another one, but I don't feel safe. I'm scared all the time that it will happen again and so I don't enjoy myself at the pool any more.

Please tell your designers to make better swimsuits or else people will stop buying them.

Yours Sincerely

Jo James.

The Manager
Complaints Department
Super Swimwear
49 Surfers Rd.
BEACHVILLE QLD 4970

*Remember neatness impresses. Postcodes help make sure letters are delivered FAST.

Write to the editor!

A Sydney school boy once wrote a letter to a newspaper complaining about the filling in the meat pies he bought at his school tuck shop. The editor printed his letter and before he knew where he was he'd become a celebrity being interviewed on radio and TV.
(Letters CAN make things happen, all right!)

We're not suggesting you would be so lucky – but who knows?

Most newspapers and magazines have a space for "Letters to the Editor". Usually people write to say that they liked a story or article (or that they hated it) or to make a complaint, or to tell of something funny or interesting that they think others might enjoy hearing about.

Is there anything you feel strongly about, like our friend did about the meat pies.

Are you tired of hearing adults say that schools are not as good as they used to be when they were young?

Write to the editor suggesting that people who complain should drop in to your school and see how hard you all work.

Do you wish newspapers would report more events that interest kids?

Write to the editor and say so.

Do you really like the sports section in your paper?

Write to the editor and say thanks.

Did you enjoy the report about the successful Walkathon your church group had?

Write to the editor saying how good it was.

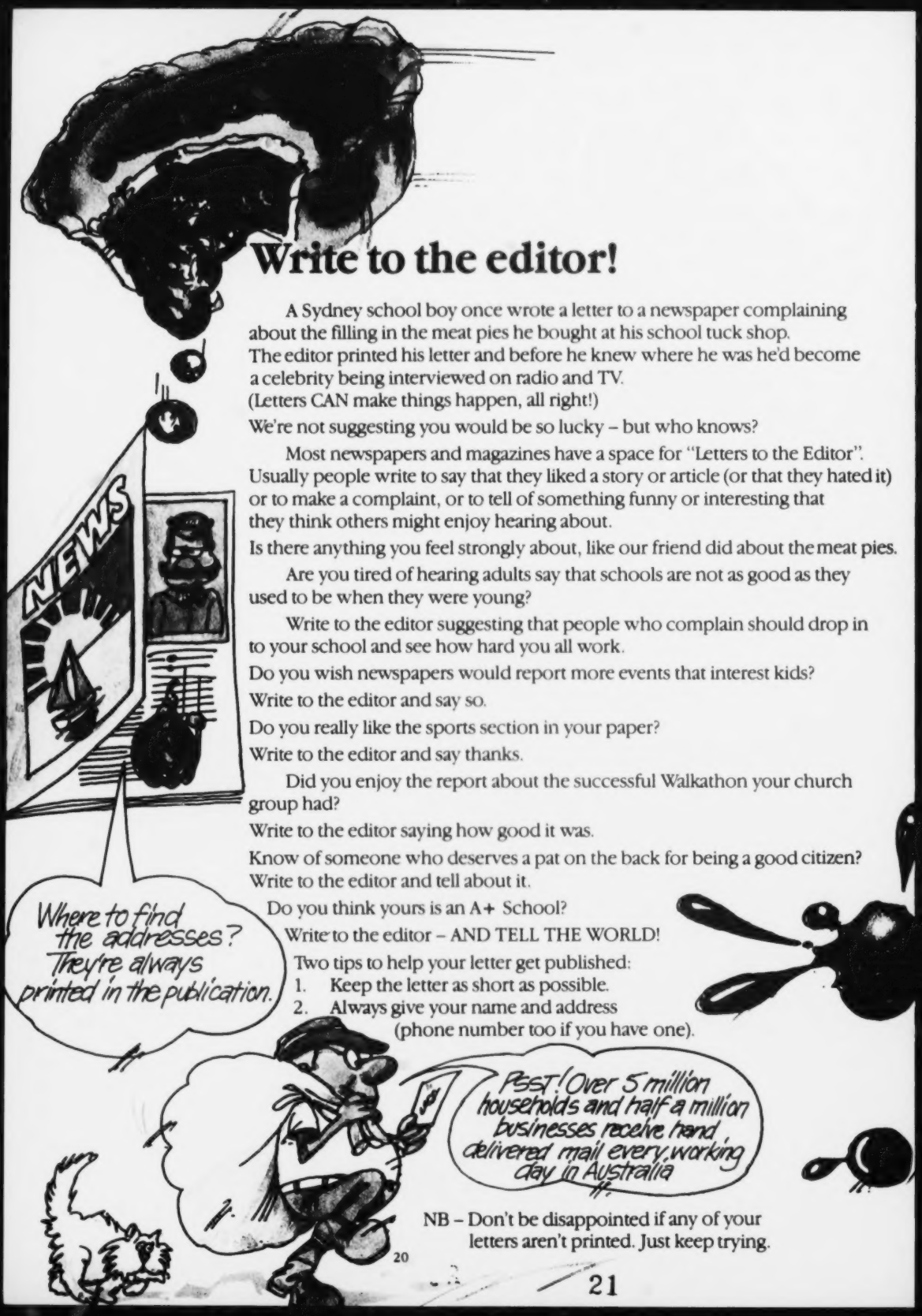
Know of someone who deserves a pat on the back for being a good citizen? Write to the editor and tell about it.

Do you think yours is an A+ School?

Write to the editor – AND TELL THE WORLD!

Two tips to help your letter get published:

1. Keep the letter as short as possible.
2. Always give your name and address (phone number too if you have one).


NEWS
Where to find the addresses? They're always printed in the publication.
PEST! Over 5 million households and half a million businesses receive hand delivered mail every working day in Australia

NB – Don't be disappointed if any of your letters aren't printed. Just keep trying.

Dear Channel X...

Letters to television stations get results too. In fact it's a pity more people don't write. Requests for a show to be repeated nearly always get action. Station managers are always interested because they like to know how people feel about what's being offered. It helps them in their planning.

And while a letter of complaint mightn't appear to have any effect, it's sure to be noted and thought about.

So what kind of letters might you write? Try these suggestions.

- Keep a record of the programs you watch in any one week. Then write and explain why you chose these ones instead of others on rival channels.
- What was the best show of the week? Tell why you liked it.
- What was the ABSOLUTELY worst? Explain why you thought it so bad.
- Think hard about your feelings about TV and note down anything you feel strongly about:
  Too much violence?
  Not enough to make you laugh?
  Too much sport or too little?
  Too many or not enough movies?
  Bad timing with some shows – maybe they clash with other good programs?

Any or all of these would make a good topic for a letter.

Dear Station PYZ...

You can write the same kind of letter to your favourite radio station. (Who knows, it might be read over the air!)

But there are also other letters to write.

Some stations offer a community service and will advertise a fete or school open day or church festival. Your group might want some publicity so here's how to go about it.

Write a short announcement describing your fete or show. List date, place, time and the reason you're holding it. (To raise money for The Royal Blind Society; for the new church hall; for your sports club.) Say whether there's an entrance fee and, if you can, give a phone number for interested people to call.

Make several copies, then write a short letter to the station manager of each radio station that you think might help, asking if your announcement could be read over the air. (Allow plenty of time though. No good posting it the day before the event.) Addresses for TV and radio stations, turn to your phone book.

Dear Mayor

15 Gumnut Crescent
Beaut Suburb
TOP END NT 5908

His Worship the Mayor
Alderman Worthy
Municipal Council
260 Echidna Crescent
Top End NT 5998

Dear Mayor,
I would like to thank you for providing a bike track in the new park. My friends and I think it's really fantastic too. Mum and Dad are pleased bikes for Christmas
Best Wishes
Cliff Cyclist

Who would want to write to the Mayor? You! Why? To say thank you, perhaps ... Your suburb may belong to a municipality with a different name. Ask your parents or teacher. You'll find the Council address in the phone book.

Look under *local government*.

What else? Well any Mayor or Council would like to know that you appreciate the Municipal Swimming Pool, the public playground, the Children's Library, the picnic area and wildflower garden in the park ... Make sure you address your letter correctly. If your Mayor is female, of course that becomes Her Worship.

Or maybe you have some suggestions to make?

Perhaps there isn't a bike track and you'd like one. Write to the Mayor and ask if it could be considered.

Want better street lighting near your youth club? Write to the Mayor...

Think there should be more buses going to the beach in school holiday time? Write to the Mayor...

Want to know more about how the Council works? Write...(The Town Clerk is also a very important person in your municipality. Perhaps you should write to him or her too.)

Dear Prime Minister

Why not go all the way to the top?

Ever thought of letting the Prime Minister know how you feel about some of the things that worry you, or that you and your friends feel strongly about? You know, like the danger of nuclear war, pollution, youth unemployment, the way some Australian plants and animals are threatened with extinction!

Any ABSOLUTELY FANTASTIC ideas about how you'd like to celebrate Australia Day?

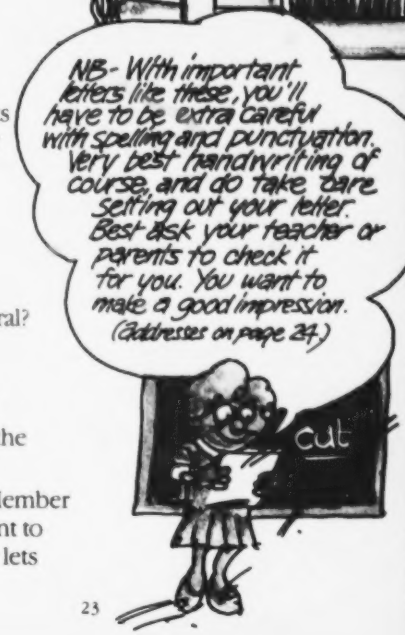
Thoughtful suggestions about services you'd like the Federal Government to provide for children?

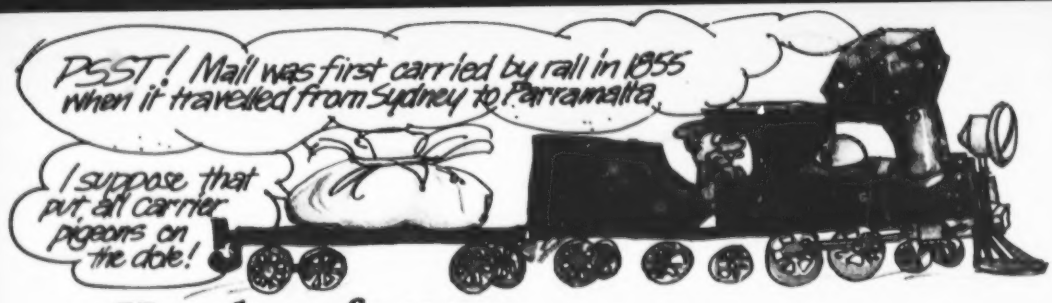
Or better still, why don't you and your friends think up projects which would help children do something to make Australia a better
or cleaner
or safer
or friendlier
or more exciting country in which to live?
Then – write to the Prime Minister.

And while you're aiming high, what about the Governor General? A letter of thanks perhaps, after his Australia Day speech! (You'd have to listen carefully to it, of course.)

Then there's your state Premier and all the various members of parliament. Best of all is the Member of Parliament who represents the district in which you live. It's important that you know who this is.

(Not a bad idea for a special project – finding out what a local Member does, how she or he gets elected and what you have to do if you want to communicate with her or him. Think about it next time the teacher lets you choose your own topic.)


NB- With important letters like these, you'll have to be extra careful with spelling and punctuation. Very best handwriting of course, and do take care setting out your letter. Best ask your teacher or parents to check it for you. You want to make a good impression.
(Addresses on page 24.)
cut


PSST! Mail was first carried by rail in 1855 when it travelled from Sydney to Parramatta.
I suppose that put all carrier pigeons on the dole!

Handy reference

Addresses ...

Libraries ...

The Director
National Library
Parkes Place
CANBERRA ACT 2600

State Library of Western Australia
Perth Cultural Centre
PERTH WA 6000

State Library of South Australia
North Terrace
ADELAIDE SA 5000

State Library of Tasmania
91 Murray Street
HOBART TAS 7000

State Library of Victoria
328 Swanston Street
MELBOURNE VIC 3000

State Library of New South Wales
Macquarie Street
SYDNEY NSW 2000

State Library of Queensland
William Street
BRISBANE QLD 4000

Northern Territory Library
GPO Box 1197
DARWIN NT 5794

Museums ...

The Director
Museum of Australia
GPO Box 1901
CANBERRA CITY ACT 2601

Western Australian Museum
Francis Street
PERTH WA 6000

South Australian Museum
North Terrace
ADELAIDE SA 5000

Tasmanian Museum
5 Argyle Street
HOBART TAS 7000

Museum of Victoria
328 Swanston Street
MELBOURNE VIC 3000

The Australian Museum
College Street
SYDNEY NSW 2000

Queensland Museum
Gregory Terrace
FORTITUDE VALLEY QLD 4006

Northern Territory Museum
GPO Box 4646
DARWIN NT 5794

Art Galleries ...

The Director
Australian National Gallery
Parkes Place
BARTON ACT 2600

Art Gallery of Western Australia.
Perth Cultural Centre
PERTH WA 6000

Art Gallery of South Australia
North Terrace
ADELAIDE SA 5000

Tasmanian Art Gallery
5 Argyle Street
HOBART TAS 7000

National Gallery of Victoria
180 St Kilda Road
MELBOURNE VIC 3000

Art Gallery of New South Wales
Art Gallery Road
SYDNEY NSW 2000

Queensland Art Gallery
PO Box 686
SOUTH BRISBANE QLD 4101

Northern Territory Art Gallery
GPO Box 4646
DARWIN NT 5794

Government Printing Office

The Public Relations Officer
Australian Government Publishing Service
Government Printing Office
GPO Box 84
CANBERRA ACT 2601

Consumer Information

The Officer in Charge
Consumer Affairs Bureau
2nd Floor
North Building
CANBERRA CITY ACT 2600

Department of Consumer Affairs
"Willmar House"
600 Murray Street
WEST PERTH WA 6005

Department of Public Consumer Affairs
25 Grenfell Street
ADELAIDE SA 5000

Consumer Affairs Council
25 Davey Street
HOBART TAS 7000

Ministry of Consumer Affairs
500 Bourke Street
MELBOURNE VIC 3000

Department of Consumer Affairs
1 Oxford Street
DARLINGHURST NSW 2010

Employment & Industrial Affairs Department
Consumer Affairs Bureau
33 Herschel Street
BRISBANE QLD 4000

Australia Post

Manager Corporate Communications
HQ – PO Box 302
CARLTON SOUTH VIC 3053

Manager State Communications
Australia Post
NSW – GPO Box 7001
SYDNEY NSW 2001
VIC – GPO Box 2020S
MELBOURNE VIC 3001
QLD – GPO Box 6000
BRISBANE QLD 4001
WA – GPO Box 9000 PERTH WA 6001
SA – GPO Box 4000
ADELAIDE SA 5001
TAS – GPO Box 4000P
HOBART TAS 7001

Write to the top

CORRECT TITLE	WHAT TO PUT ON THE ENVELOPE	HOW TO START THE LETTER
Prime Minister	The Honourable "name" MP Prime Minister Parliament House CANBERRA ACT 2600	Dear Prime Minister
Leader of the Opposition	The Honourable "name" MP Leader of the Opposition Parliament House CANBERRA ACT 2600	Dear Sir or Madam
Member of the House of Representatives	Mr or Ms "name" MP Parliament House CANBERRA ACT 2600	Dear Sir or Madam
President of the Senate	Senator the Honourable "name" President of the Senate Parliament House CANBERRA ACT 2600	Dear Mr President or Madam President
Senator	Senator "name" Parliament House CANBERRA ACT 2600	Dear Sir or Madam
Governor-General	His or Her Excellency Sir or Lady (or, if appropriate, Mr or Ms) "name" Government House CANBERRA ACT 2600	Your Excellency
Premier (all States)	The Honourable "name" MLA* Premier of "State" Parliament House "State Capital City" *MHA in SA and TAS	Dear Premier
Member of a Legislative Assembly (all States)	Mr or Ms "name" MLA* Parliament House "State Capital City" *MHA in SA and TAS	Dear Sir or Madam
Member of a Legislative Council (all States except QLD)	The Honourable "name" MLC Parliament House "State Capital City"	Dear Sir or Madam
Governor (all States)	His Excellency Sir (or, if appropriate, Mr) "name" Government House "State Capital City"	Your Excellency

Games and puzzles

Easiest letters of all – the ones you write for fun! And once you start writing them, you'll start getting them back. In fact you'll find there are as many variations to the I- am-well-I-hope-you-are-well-too kind of letter as there are leaves on a tree...

- Ever played chess by mail? If you know someone in another city or town who also likes the game invite him or her to play. Each of you sets up a chessboard at home. You make the first move, write down what piece you are moving and to which square, then post this to your opponent. Another way is to draw up a paper chessboard and mark in the moves on that.
- Try this with draughts (crossing out the one you knock out) or draw up about 8 noughts and crosses games and play them all, move by move as your page goes back and forth between you.
- Send quizzes and mindteasers to friends or make up a maze or crossword puzzle.

A	U	S	T	R	A	L	I	A	P
B	R	P	O	S	T	E	W	Y	N
P	L	M	Q	H	K	T	G	N	I
A	O	R	P	O	S	T	B	O	X
P	G	S	W	I	K	E	B	L	R
E	L	T	T	L	A	R	N	U	Z
R	R	A	S	C	E	S	L	A	M
A	S	M	L	T	O	R	B	U	A
P	B	P	A	L	I	D	Y	W	I
Y	L	S	X	O	M	C	E	S	L

Here's a good puzzle – it's called Wordsearch. Draw a box like this, ten squares across and ten down. Pick a topic, any one you like. You could use ice-cream flavours or fruit or names of friends . . . (We've chosen 'mail'.)

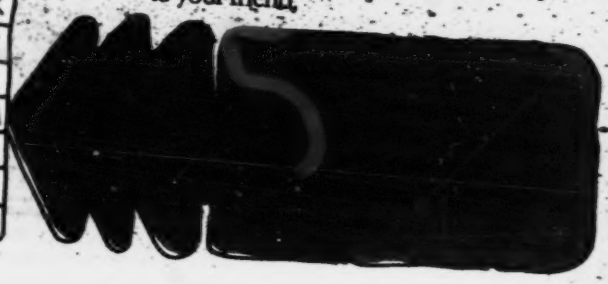
A	U	S	T	R	A	L	I	A	
		P	O	S	T	E			
P						T			
A	O		P	O	S	T	B	O	X
P		S				E			
E		T	T			R			
R		A		C		S			M
		M			O				A
		P				D			I
		S					E		L

Make a list of words to fit that topic and print the letters in the squares.

Your words can run across or down or on a diagonal – or even backwards.

Some can overlap, as in crossword puzzles. We've marked Australia Post. Can you find the other SIX words?

Next step is to make another square just the same, but this time after you've filled in your words, you fill in the empty spaces with other letters. This is the one you post to your friend.



can be fun

Secret messages

Nice to have secrets, isn't it? Writing letters in code means that you can leave them around no matter how many inquisitive little sisters and brothers you have. And it's easy to do. Here's the pattern for a code wheel.

Cut two circles out of cardboard, making one smaller in circumfefence than the other. Print the alphabet around each circumference.

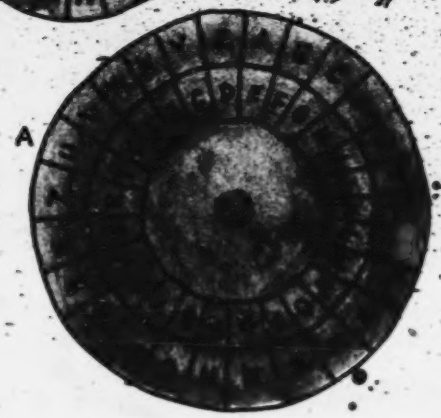
Place the smaller circle on top of the larger one. Push a drawing pin through the centre of both circles.

It's a good idea to stick it into a rubber.

To get your code turn the blue circle round to line A up with another letter on the green circle – say W, then pick the letters you need as you write your message. Example: MEET ME IN THE CHURCHYARD AT MIDNIGHT will now read: IAAP IA EJ PDA YDQNYDUWZ WP IEZJECDP.

Get your friend to make a code wheel also and you're in business. (Don't forget to tell each other what letter to match your A up with though!)

Or would you prefer invisible ink?



Use lemon juice and write with a toothpick. You should be able to see the words while the juice is wet, but once it dries, the words disappear. So how can your friend read it? Ah, the secret is that the lemon juice turns brown when it's heated. Holding it close to 150 watt light bulb should do the trick (but don't let the bulb touch the paper – or burn your fingers).

To be really secretive, write an ordinary note in biro, leaving plenty of space between the lines, then write your invisible message between the lines. Sneaky, eh?

More fun things

Questions to ask a friend or relative

- What's the worst thing that's ever happened to you? And the best?
- If you could change anything about yourself, what would it be? Why?
- If you could be anyone in the world, who would you choose?
- If you were going to be stranded on a desert island what 10 things would you choose to take?
- What's your favourite menu?
- If I gave you $100 what would you spend it on?
- What do you think is the most important thing about your family?
- What do you think a friend should always be?
- If you got the chance to go to the moon, would you go?

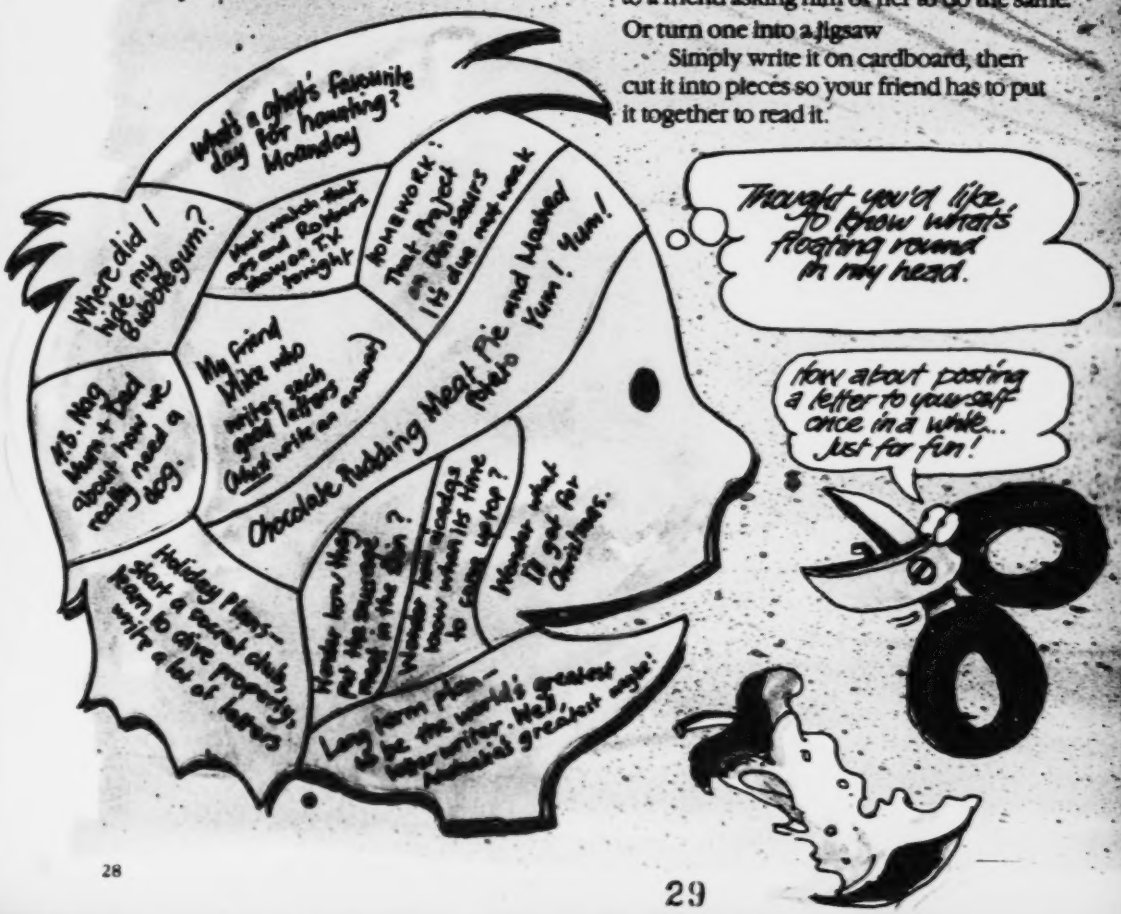
Try a Diary letter

Each day write a couple of sentences about what you've done or thought about that day.

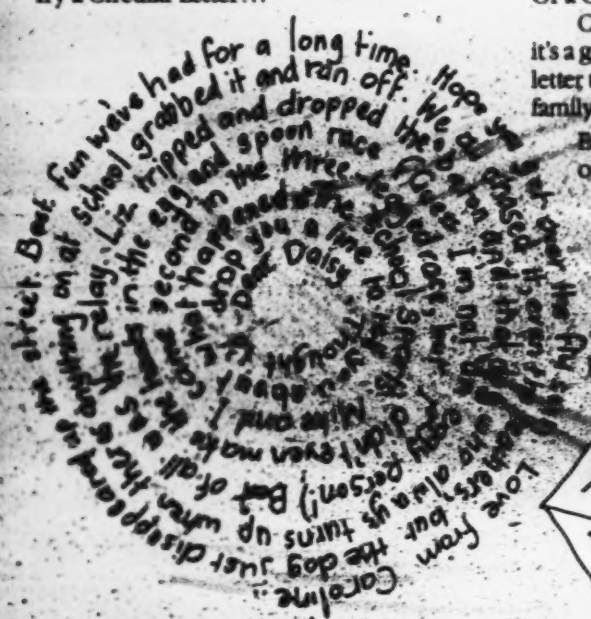
At the end of the week (or month) post to a friend asking him or her to do the same.

Or turn one into a jigsaw

Simply write it on cardboard, then cut it into pieces so your friend has to put it together to read it.


What's a ghost's favourite day for haunting? Moanday
Where did I hide my bubblegum?
Must watch that ops and Robbers show on TV tonight
Homework: That project on Dinosaurs is due next week
Yum! Yum!
My friend Mike who writes such good letters (Must write an answer)
Chocolate Pudding Meat Pie and Mashed Potato
#6. Nag Mum + Dad about how we really need a dog.
Holiday Plans - Start a cricket club, learn to dive properly, write a list of letters
Wonder how many people in the world?
Wonder how many seconds there are in a year?
Wonder how many seconds there will be in this year when it's time to count up for?
Wonder what I'll get for Christmas.
Long term plans - to be the world's greatest letter writer. Well, Australia's greatest anyway.
Thought you'd like to know what's floating round in my head.
How about posting a letter to yourself once in a while... just for fun!

Try a Circular Letter...



Or a Chain Letter...

First make the chain. Paper dolls are good (remember how?).

Let's say you want to send a letter to a special friend or classmate. Ask half a dozen or so friends to join in. Each of you writes a message inside one of the dolls. Then post.

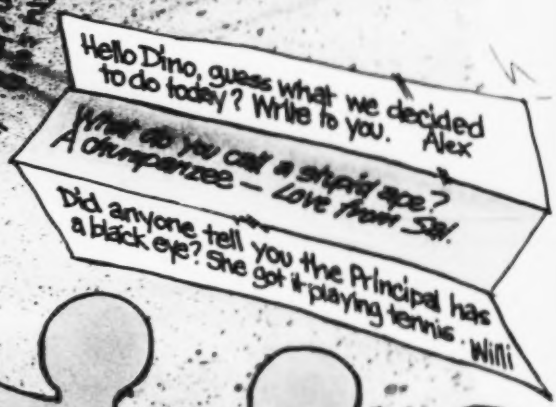
Or use them for special family letters. For instance: Messages from all the grandchildren to Gran or Grandad on her/his birthday. (Hearts would be good for this.) Post around from family to family until everyone has joined in, then send before the birthday.

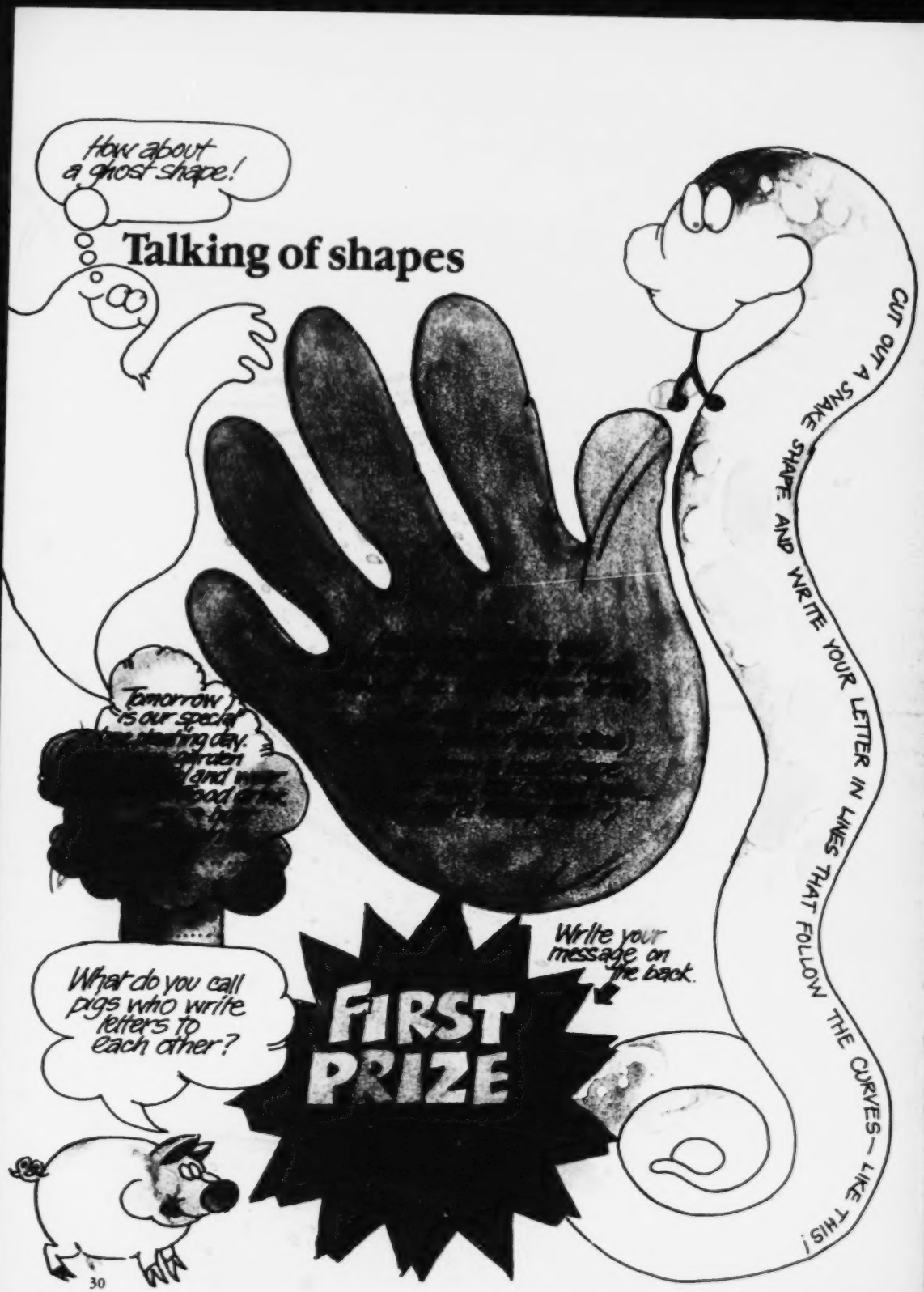
(Then there are star, flower, and cat shapes . . . and apple shapes . . . and sun and moon shapes and . . .)

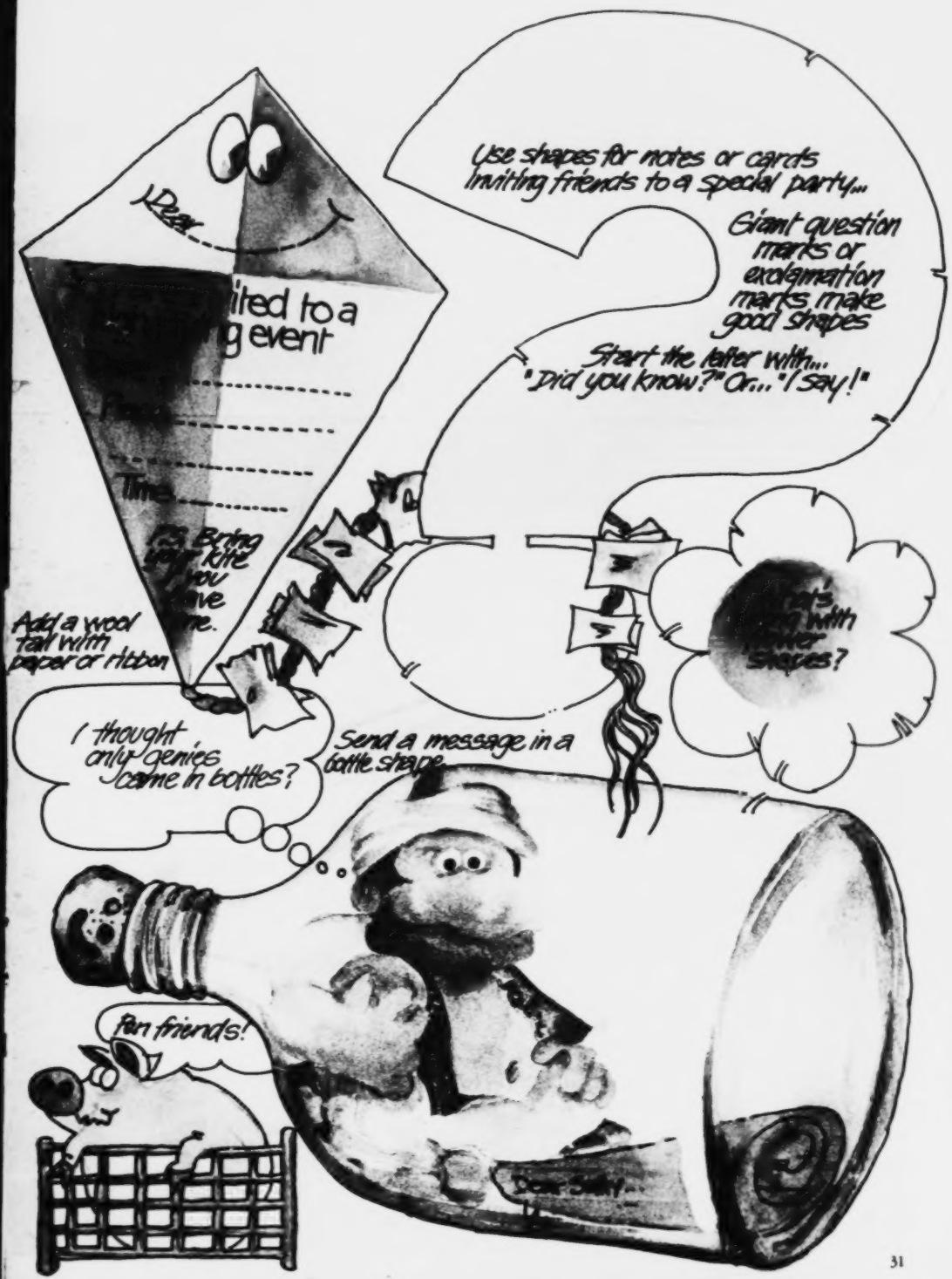
Or a Concertina One...

Concertina letters are good ones when it's a group effort or team letter (eg a class letter to a friend who has moved away, or a family letter to distant relatives).

Each person writes something in one of the folds and you keep the concertina going until everyone has contributed. Add sheets as needed with cellotape but don't make it too bulky.


Hello Dino, guess what we decided to do today? Write to you. Alex
What do you call a stupid ape? A chimpanzee – Love from Sal
Did anyone tell you the Principal has a black eye? She got it playing tennis. Willi


How about a ghost shape!
Talking of shapes
CUT OUT A SNAKE SHAPE AND WRITE YOUR LETTER IN LINES THAT FOLLOW THE CURVES— LIKE THIS!
Tomorrow is our special
What do you call pigs who write letters to each other?
Write your message on the back.
FIRST PRIZE


Dear
ited to a
g event
Time
Add a wool tail with paper or ribbon
Use shapes for notes or cards inviting friends to a special party...
Giant question marks or exclamation marks make good shapes
Start the letter with... "Did you know?" Or... "I say!"
I thought only genies came in bottles?
Send a message in a bottle shape
fun friends!
31

Letters make friends

Friendships are made not only by writing letters to people. Sharing letter-writing projects with someone can add a special extra to that friendship, especially when you turn it into a fun production.

How?

Ever tried a serial letter-story?

You and your friend write the first two sentences of an adventure or detective story, then mail it to a distant cousin or friend, suggesting that she or he also gets a friend to join in. They add two sentences, then back it comes to you…and so on until you get sick of the plot and decide to begin another.

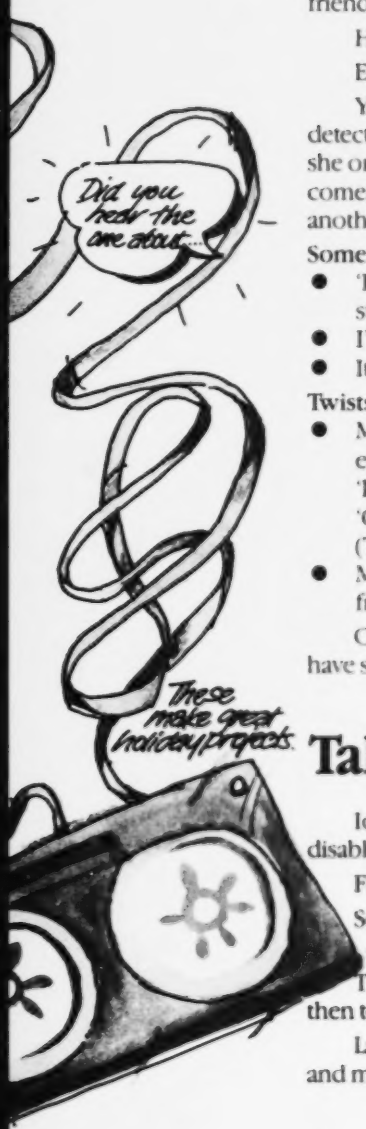
Some starters?

- 'Excuse me, but you're sitting on my bomb,' said the sinister looking stranger.
- I've never fancied the idea of being eaten by a monster, but…
- It was some time before she noticed she had turned green.

Twists –

- Make them alphabet stories. First sentence starts with A, second with B etc.
  eg Arthur looked at his friend and grinned.
  'Bet I can find the buried treasure,' he said.
  'Come on, let's go to the old pirates cave and start digging'.
  (The fun starts when you get down to X and Z.)
- Make a Round Robin story – one that goes round four or more groups of friends.

Of course, you can start any of these by yourself, but it's more fun if you have someone with whom to share the excitement.



Talking letters?

Ideal for the family extravaganza at Christmas, blind or intellectually disabled family members or friends, classes in other schools.

First get a cassette and cassette recorder.

Second – get everyone to jot down what she or he would like to say. (This prevents those awful 'Um-er-er-gee-I'm-no-good-at-this gaps.)

Third – Find a good joke or riddle book and pop these in every now and then to make the tape sparkle a little.

Last – Once you've said all you want to, rush off to the nearest post office and mail in a padded bag.

Dear _____

The greatest thing about me is _____

If I ever got a medal it should be for _____

When I grow up I'm going to be _____

If I could run my school for a day, here's what I'd do:

I would let the children _____

I would tell the teachers _____

I would have a special time for _____

I would give everyone a _____

The one thing I can't do is _____

If I had a robot of my own I would call it _____

and I would make it _____

When I'm rich and famous I'll _____

and I'll wear _____

There ought to be a law against people who _____

The best idea I ever had was _____

If I could live all alone for a week, here's what I'd do:

Yours till the milk turns,

Here's a just-right-for-a-wet-Saturday project, ideal for sharing (two – or three heads are better than one!).

Compile a Fill-in-and-mail-back letter to send to all your friends. Choose interesting sentences for them to complete and ask for a similar letter in return.

You'll be surprised how much you all learn about each other.

Writing with others

Do you know what a scribe is? It's someone who writes a letter for another person. Perhaps you have a friend who is disabled? Or one who's had the bad luck to break an arm? Or one who's been sick for a long time and doesn't feel up to writing thank you notes for cards and presents that have come in?

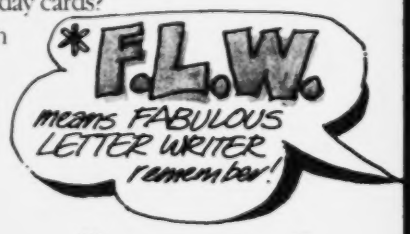
You'd be a real friend if you offered to write for them. What you do is turn up with everything that's needed – paper, pen, envelopes, cards, and a few of the bright ideas you've found in this book.

Your friend tells you what to say and, when you've written it all down, signs the letter. If this is too difficult for him or her, you can sign your name but put (for so-and-so) in brackets so the person getting the letter knows who it's from.

Know any children who'd like help with Mothers' and Fathers' day cards?

You could have a lot of fun helping them and you'd end up with that nice glow you get when you've done a good turn.

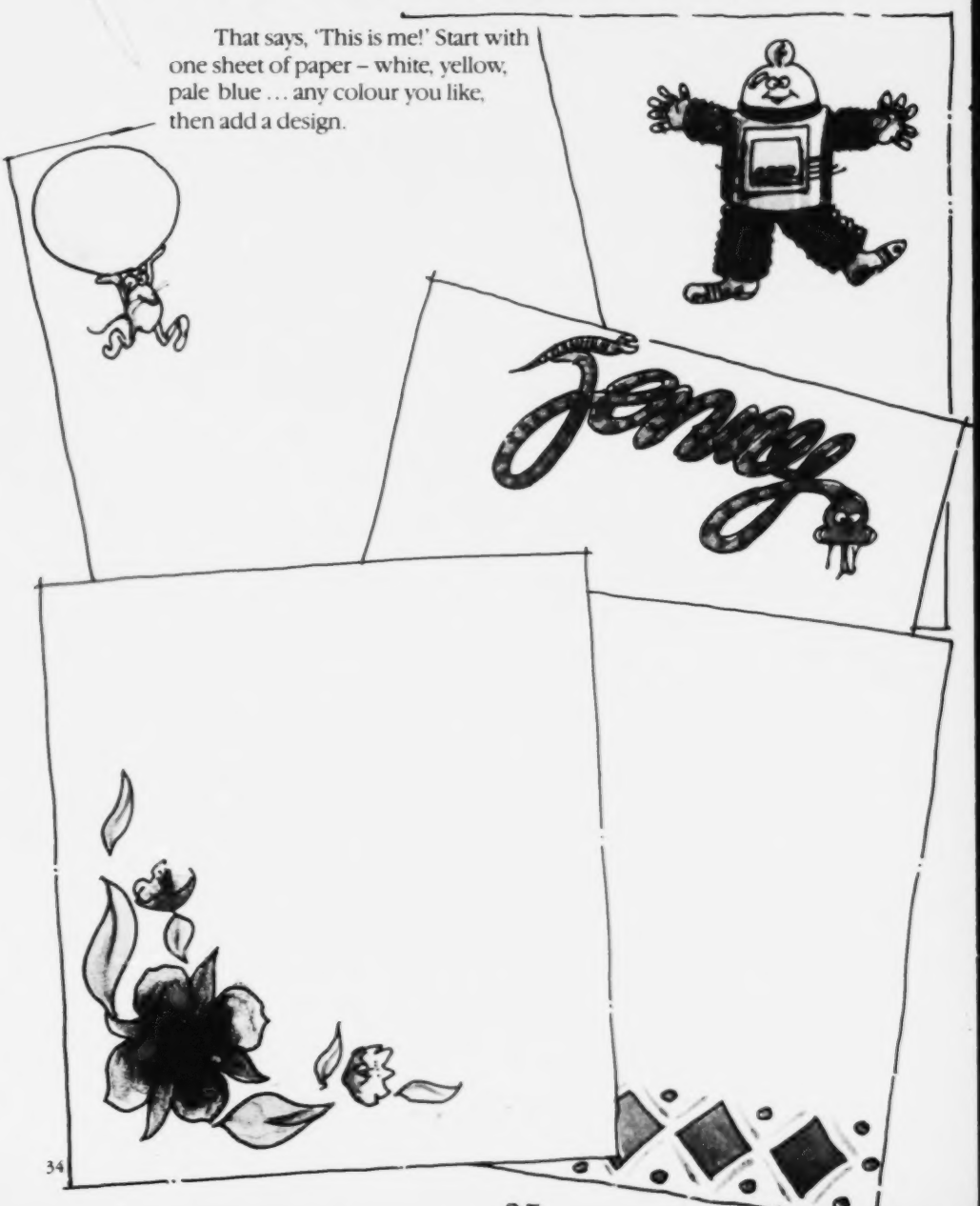
Think about the elderly friends you have too, particularly ones who aren't well. A scribe might be just what they'd like – especially one who is a F.L.W.*



LETTERS ca

How to design stationery

That says, 'This is me!' Start with one sheet of paper – white, yellow, pale blue … any colour you like, then add a design.



look exciting IDEA BOX

Try some of the following ideas for decorating your letters:

- Use felt-tip pens or textas to make rainbow borders right round the page.
- Carve your initials backwards in a carrot, dip into thick paint and print on paper and envelope.
- Experiment with all kinds of pens – ball-points, fountain, mapping, design . . .
- Have fun with crayons, coloured pencils, coloured ink . . .
- Buy a book on lettering and dip into for suggestions.
- Try cutting the paper into interesting shapes: stars, leaves, cats, suns, hearts . . .
- Draw little pictures here and there in the letter to illustrate what you're writing about.
- Cover the whole page with a soft water colour design or picture. When it's dry, write over the top in bold, dark hand-writing.
- Use photographs to share family happenings, but don't just tuck them inside – tape to the page and write around them. If you're sending a photo of yourself or of the family, add details in a fun way e.g. Meet Joe, alias Jay

  Hair: Impossible (haircut due)

  Appetite: Enormous

  or introducing Sally Ann (known as Red to her friends)

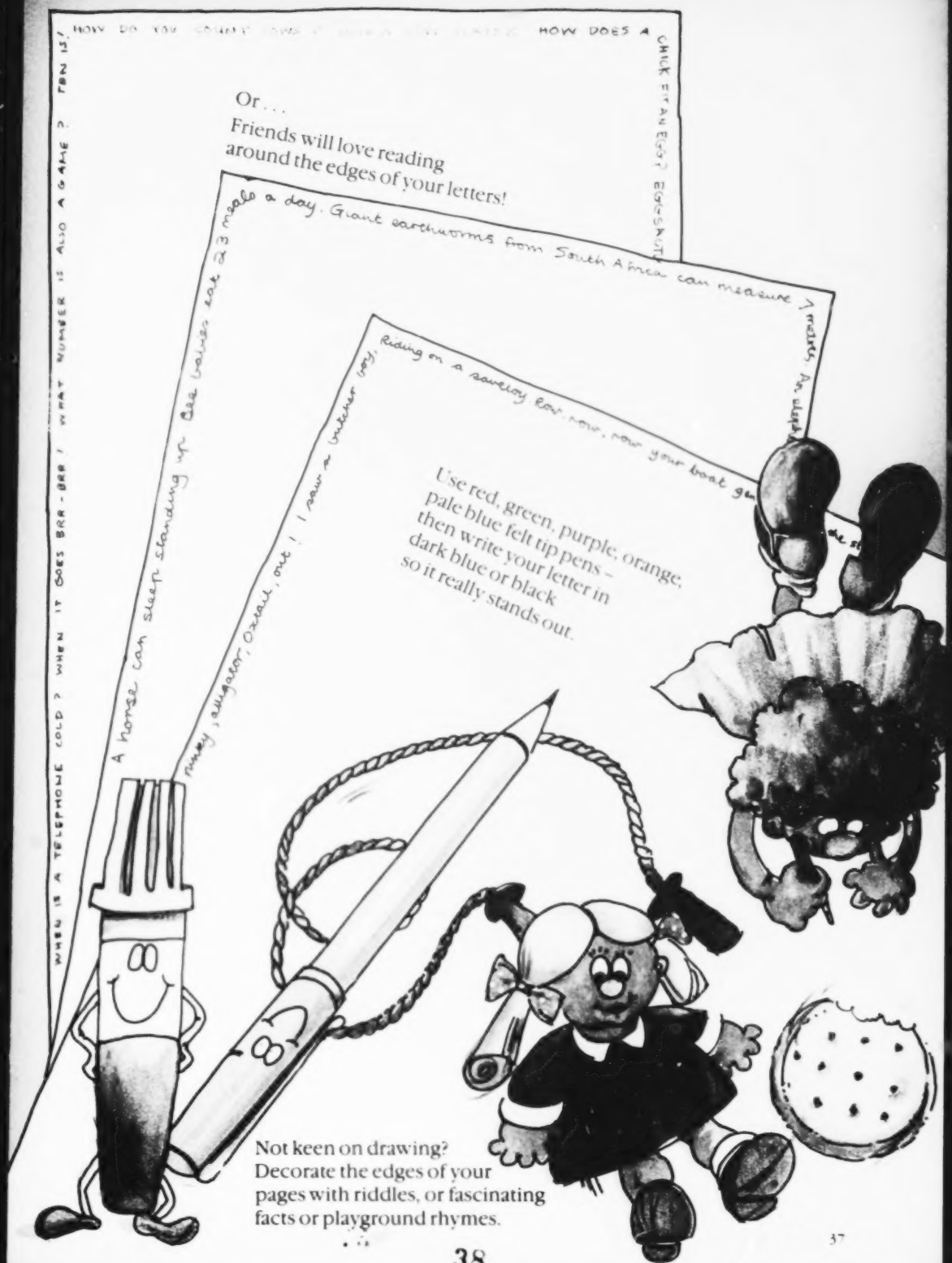
  Hair: Carroty

  Temper: Okay as long as there's no teasing about the colour of hair.
- Birthday or Christmas present suggestions: (Drop a hint in plenty of time) A rubber stamp with your name and address on it. Different coloured ink pads would be a marvellous extra. A printing set from a hobby or toy shop. Then you can make up your own printed block e.g. Mario Grandi F.L.W.

  At the bottom of the page you can explain that it means Fabulous Letter Writer.

You could go for the big production – like this:

A letter from
15
How to end a letter
Best wishes,
With love,
Your friend,
-all good, but sometimes it's fun
to add a really original touch eg:
Yours till the butter flies
Yours till the sun grows cold
Yours as long as the ocean waves
Go on – invent some of your own!
P.S. Write Soon!


HOW DOES A CHICK FIT AN EGG? EGGSACTLY!
WHAT NUMBER IS ALSO A GAME? TEN IS!
WHEN IS A TELEPHONE COLD? WHEN IT GOES BRR-BRR!
A horse can sleep standing up. Cat babies eat 23 meals a day. Giant earthworms from South Africa can measure 7 metres.
Riding on a sausage for now, row your boat gu
Monkey, alligator, Oscar, one! I saw a unicorn (yes!)
Or . . .
Friends will love reading
around the edges of your letters!
Use red, green, purple, orange,
pale blue felt tip pens –
then write your letter in
dark blue or black
so it really stands out.
Not keen on drawing?
Decorate the edges of your
pages with riddles, or fascinating
facts or playground rhymes.

Create a card

Bought cards are beaut, but handmade cards can be just as bright and funny – and they're a lot cheaper!

Here's the recipe – Take 1 piece of light cardboard or heavy drawing paper. Any size will do, but if you have an envelope you want to use make sure your card will fit inside.

NB – REMEMBER YOU'LL BE FOLDING YOUR SHEET IN HALF.
Fold and turn either way. IMPORTANT.

Allow at least 5mm.
Need to make an envelope?
See instructions on page 42.

Now you're ready to create one of those stunning, exclusive, one-of-a-kind cards all your friends will want to get – and keep!

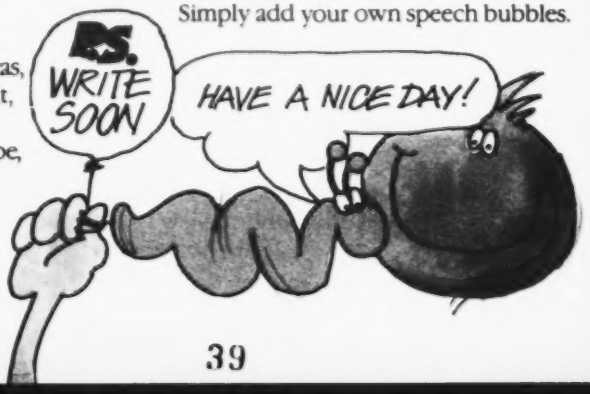
First some handy tips:

Material to use: White paper and cardboard are fine, but look also for the coloured variety. Search for coloured writing paper, cover paper, strong brown paper (cut up old bags), boxes and packages. Look in art supply shops.

Pens, coloured pencils, paint, textas, markers. Scraps of wrapping paper, felt, ribbon, lace, cotton wool, foil etc for pasting to designs. Glue, paste, cellotape, coloured adhesive tape. Pictures cut from magazines and newspapers. (Very handy if you can't draw.)

In fine print on the back always put 'Designed by . . .' so everyone will know YOU did it!

STICKERS ARE WONDERFUL FOR CARDS.
Simply add your own speech bubbles.



Ideas galore

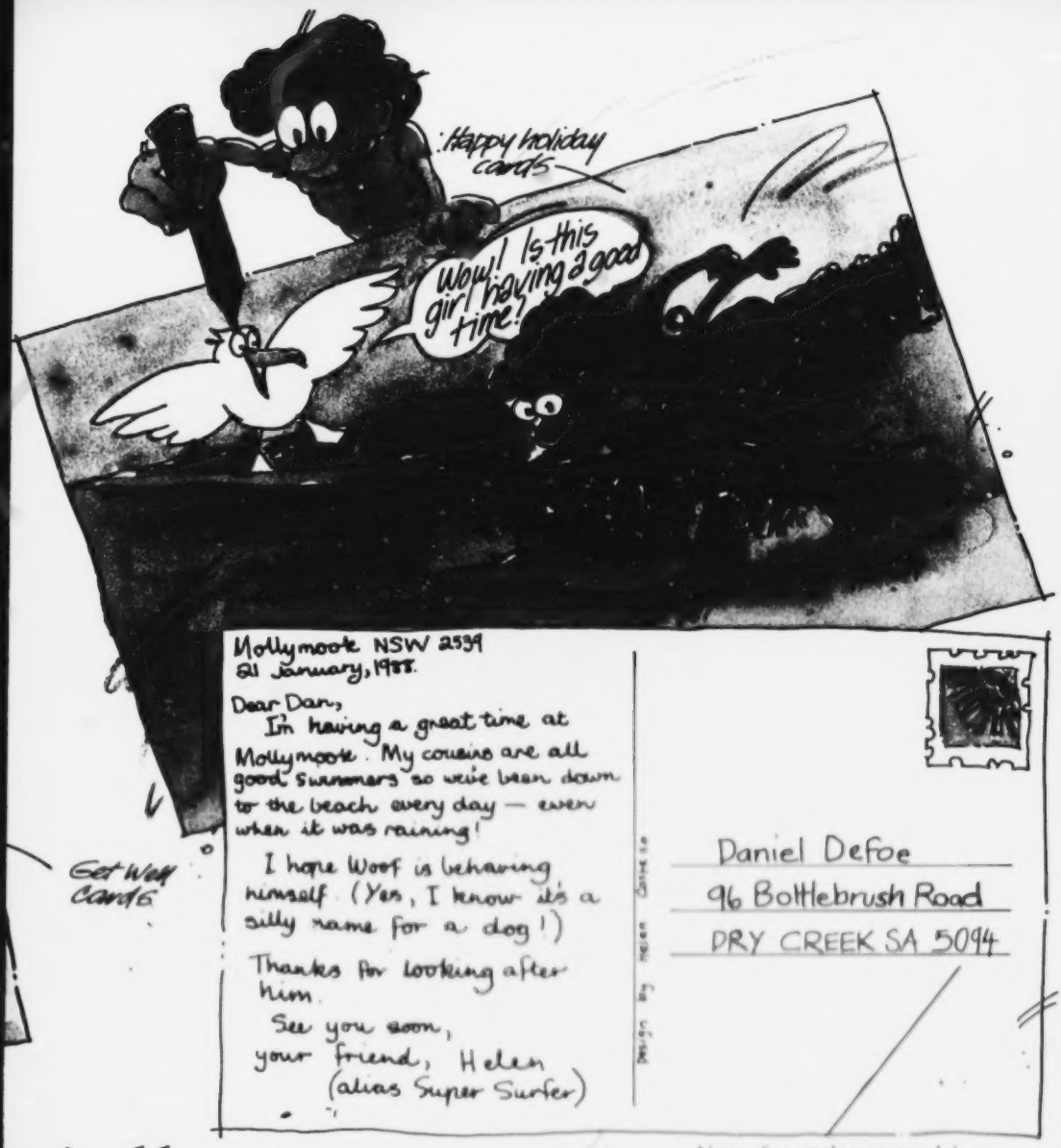
Put the picture on the front . . . and the message inside.

Try coloured cotton wool, stick on eyes and wool for mouth.
HAPPY BIRTHDAY
SURE HOPE YOU FEEL LIKE THIS ON YOUR BIRTHDAY!
Cottonwool
Use some glitter out from tape
Recipe for your birthday
HAPPY CHRISTMAS TO YOU
CHRISTMAS GREETINGS...
FROM:

Or the other way round . . . Inside put a picture of a smiling face. Good designs for birthday cards: Clowns, cakes, candles, balloons, numbers, wrapped presents, trumpets . . . You could turn any of these into cut-out shapes. Do the same with Christmas cards. To give your cards a special flavour use Australian animals and plants. What about a gum-leaf shaped card for instance?

Good designs for Christmas cards: Angels, crackers, trees, nativity scenes, wise men, Father Christmas . . .

Remember to add your name inside.
Halloween cards
Then there are... EASTER CARDS
If you want to send a religious card a simple cross is the best design. Use white or lavender or purple.
GET WELL
SOON
Mothers' and Fathers' day cards.
St Valentine's day cards



Mollymook NSW 2539
21 January, 1988.

Dear Dan,
I'm having a great time at Mollymook. My cousins are all good swimmers so we've been down to the beach every day — even when it was raining!

I hope Woof is behaving himself. (Yes, I know it's a silly name for a dog!)

Thanks for looking after him.

See you soon,
your friend, Helen
(alias Super Surfer)

Daniel Defoe
96 Bottlebrush Road
DRY CREEK SA 5094

Never forget the postcode!

And have you thought of making your own postcards?

They're especially good for sending when you're on holiday. On the front put any picture you like – a scene, a drawing, a photo, a picture cut from a magazine.

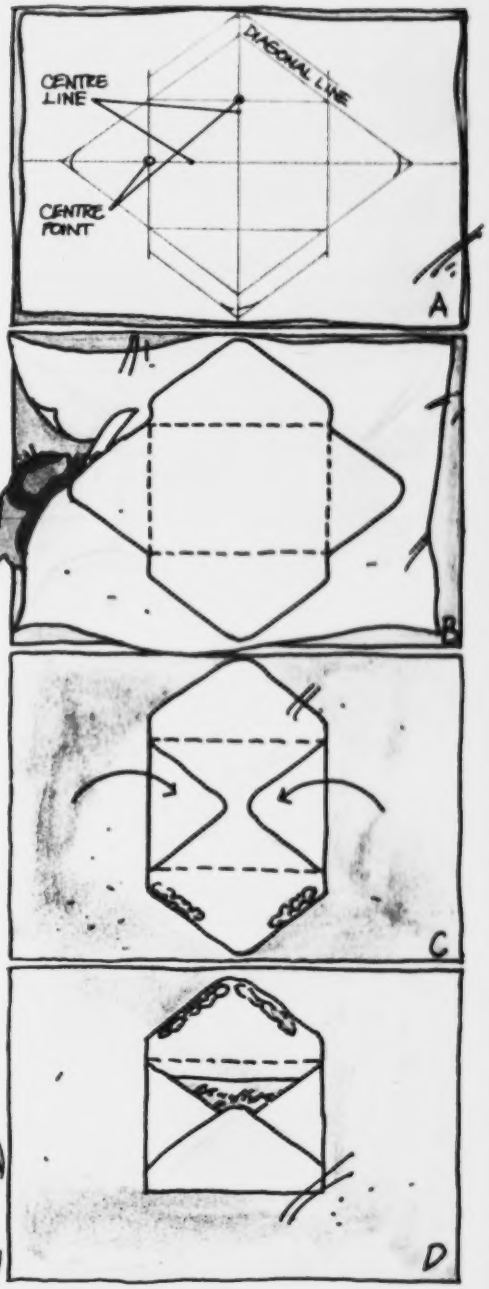
Other times to use cards . . .

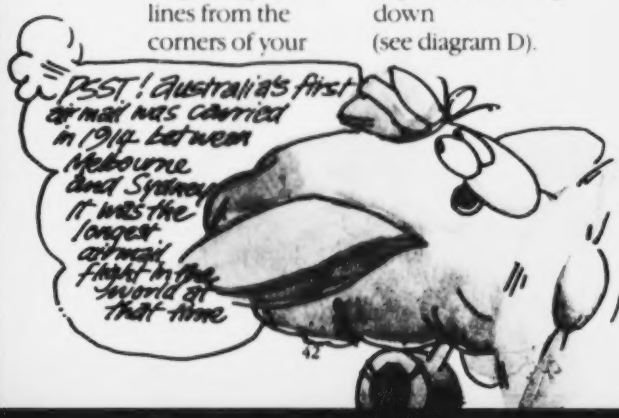
- When you haven't time to write a letter, but want a friend or relative to know you're thinking of her or him.
- To say thank you for a good turn, for a party, for an overnight visit . . .
- Just to say, 'I'm glad you're my friend' or 'Loved the present you gave me, I'm using it every day' or 'Please write soon, I'm lonely . . .'

Make an envelope

It isn't hard you know. Here's a pattern for those times when you find you haven't one the right size for that great card you've just made.

1. Get a large piece of thick, clear paper.
2. Draw an oblong shape that is a little bigger all around than your card or folded letter (don't use square shapes and don't make your envelope too small, no smaller than 88mm x 138mm).
3. Measure the centre point of the sides of your card or folded letter, and draw a straight line outwards from that point (this becomes your centre line).
4. Next, draw diagonal, parallel lines from the corners of your drawing to your centre lines.
5. Extend the top and bottom flaps by 12mm to allow for glueing (See diagram A).
6. Cut along the diagonal lines. Corners may be rounded for a nicer appearance (See diagram B).
7. Place your card or folded letter in your drawing and fold the smaller side flaps over first. Put glue three quarters the way up the edges of the bottom flap and fold making sure it overlaps the side flaps (see diagram C). Make sure glue doesn't get on the card or letter.
8. Put glue on the edges of the top flap before folding down (see diagram D).




PSST! Australia's first air mail was carried in 1914. Between Melbourne and Sydney. It was the longest air mail flight in the world at that time.
42

THE F.L.W.'s CALENDAR

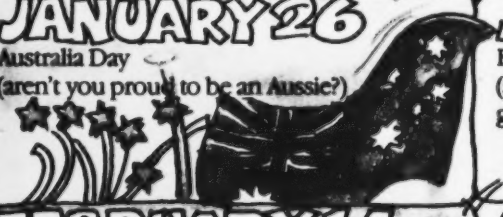
A letter or card for every occasion!

JANUARY 1

New Year's Day
(to say Happy New Year)

JANUARY 26

Australia Day
(aren't you proud to be an Aussie?)



FEBRUARY 14

St Valentine's Day
(hearts and flowers)

MARCH 1

First day of Autumn
(three cheers for autumn leaves)

MARCH 17

St Patrick's Day
(shamrocks and leprechauns)

APRIL 1

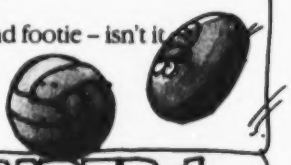
April Fool's Day
(send a riddle or joke)

MAY

The 2nd Sunday in May is always Mothers' Day (surprise Mum by posting her a card).

JUNE 1

First day of winter
(season of netball and footie – isn't it grand!)

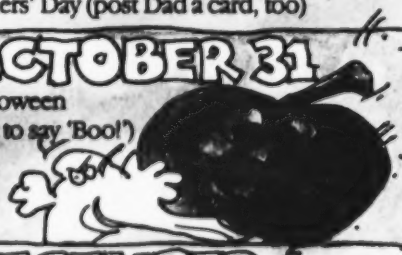


SEPTEMBER 1

First day of Spring
(here's hoping you have spring in your step)
The 1st Sunday in September is always Fathers' Day (post Dad a card, too)

OCTOBER 31

Halloween
(just to say 'Boo!')



DECEMBER 1

First day of summer
(celebrate)

DECEMBER 6

St Nicholas's Day
(the Children's Saint)
And Christmas cards galore

Dates that move: Easter – Labour Day (work hard at your holiday) School Holidays (the worlds greatest invention)

Strange letters

Sorry, but I have no ink!

Pioneer settlers often had to make do with what they could find when they ran out of writing materials.

Many letters from outback bush farms were written with a wild turkey's quill dipped in the juice of a really ripe prickly pear.

The juice of ripe blackberries was used for ink by many farmers.

Writing paper could be as big a problem as ink, but people usually found a way.

They wrote on any brown paper that had arrived wrapped around parcels, on the backs of labels soaked off jam tins, on old cardboard cigarette packets and even on the bark from a paper bark tree.

One strange letter that came to a Queensland shopkeeper was scratched on the lid of a tobacco tin, while another had been burnt on a piece of timber with a hot poker.

It was a letter – as long as it had an address and a stamp.

Pieces of wood, complete with stamp were often used for letters, but strangest of all was a cuff ripped off a shirt.

The bushman simply wrote his letter on one side of the white cuff, addressed it on the other side, popped on a stamp and posted it (it got there, too!).

Then there's the letter that was sent to the young man who was droving sheep. The postie was asked to deliver it care of 'Conroy's Sheep along the Castlereagh.' Sure enough the postie delivered.

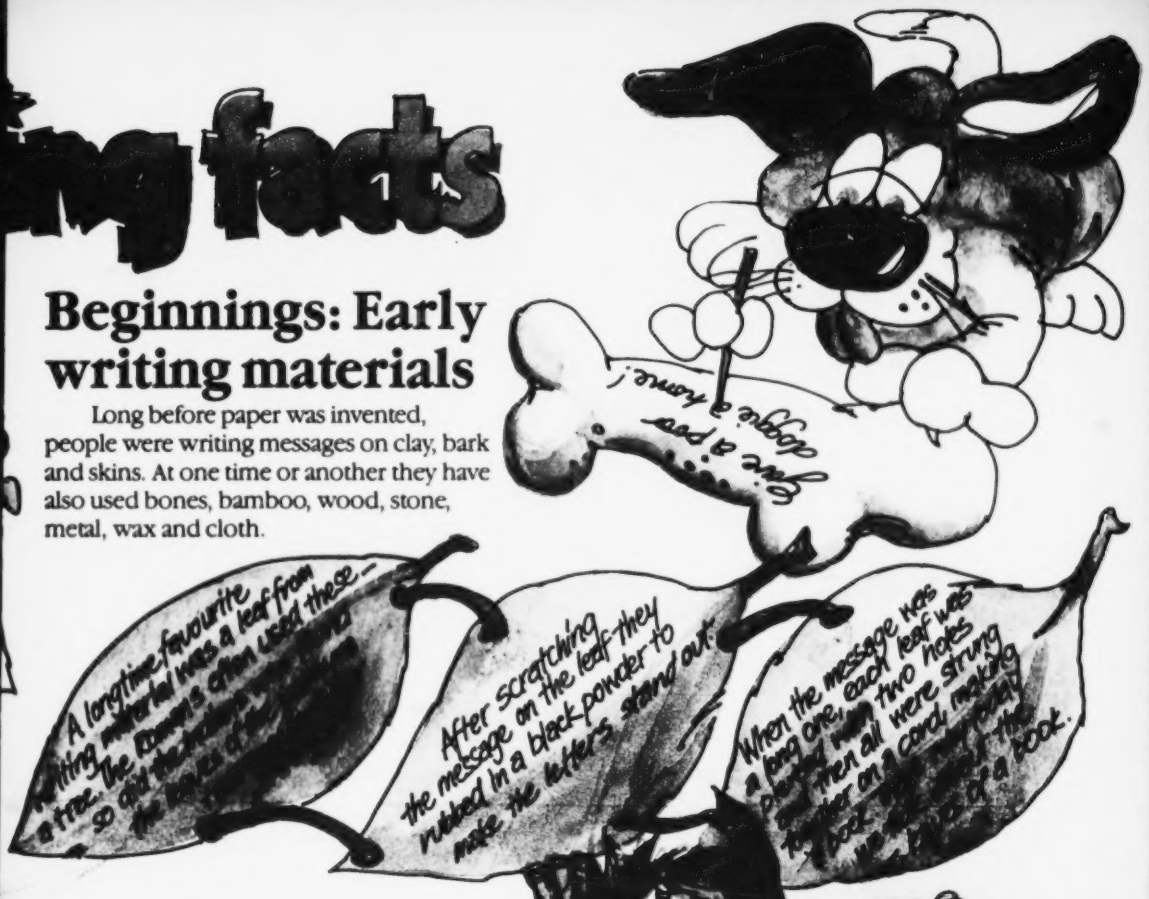
- Source of information:

A TREASURY OF AUSTRALIAN FOLK TALES & TRADITIONS by Bill Beatty (Walkabout Pocketbooks).

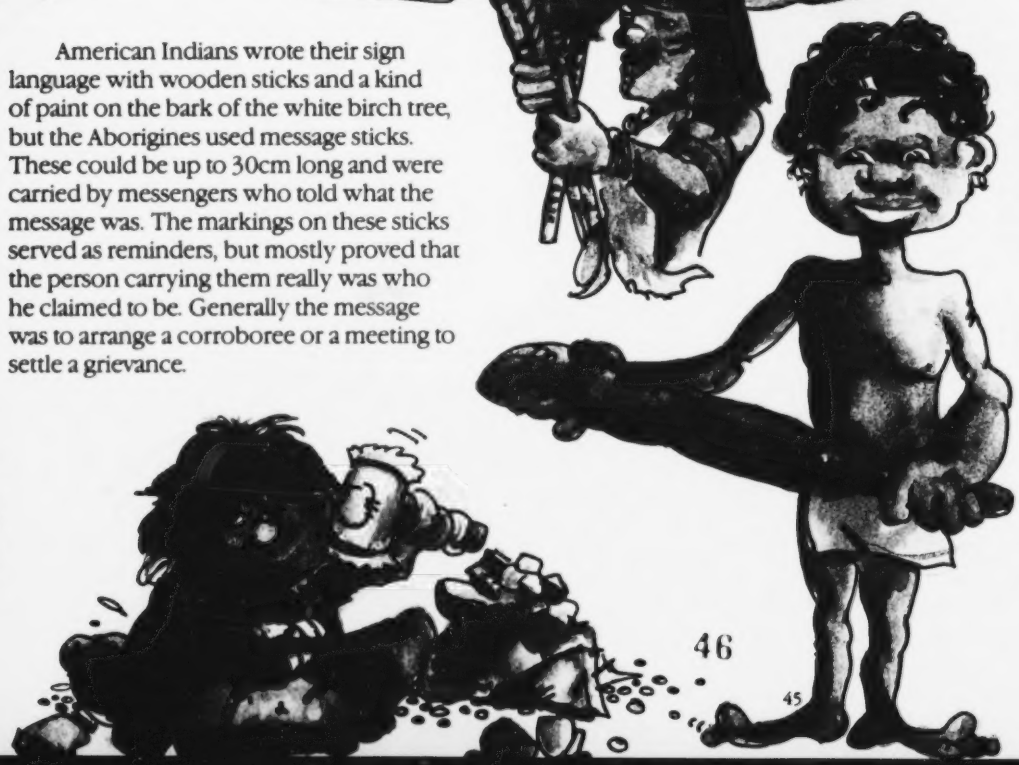
ng facts

Beginnings: Early writing materials

Long before paper was invented, people were writing messages on clay, bark and skins. At one time or another they have also used bones, bamboo, wood, stone, metal, wax and cloth.


Give a poor dogge a bone!
A longtime favourite writing material was a leaf from a tree. The Romans often used these—
After scratching the message on the leaf they rubbed in a black powder to make the letters stand out.
When the message was a long one, each leaf was pierced near the two holes and then all were strung together on a cord, making

American Indians wrote their sign language with wooden sticks and a kind of paint on the bark of the white birch tree, but the Aborigines used message sticks. These could be up to 30cm long and were carried by messengers who told what the message was. The markings on these sticks served as reminders, but mostly proved that the person carrying them really was who he claimed to be. Generally the message was to arrange a corroboree or a meeting to settle a grievance.



Paper was invented in China by Ts'ai Lun around AD 105. It was a closely guarded secret for nearly 500 years.

Ink popped up at least as early as 2,500 BC in ancient Egypt. The Greeks and Romans used an ink made from cuttlefish.

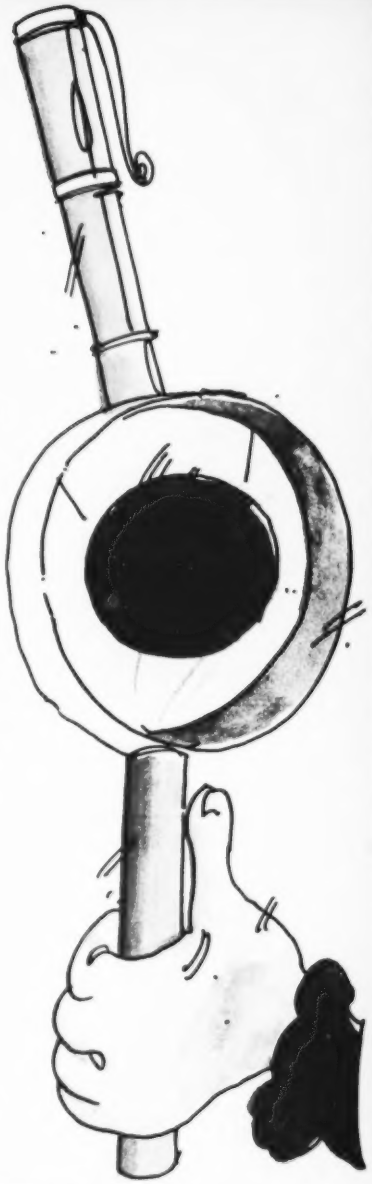
Early pens were made from bamboo shoots or reeds, one end being sharpened to form a kind of nib. The Chinese mainly used brushes, but pens were preferred in Europe where the quill became popular. This was a feather from a goose's wing.

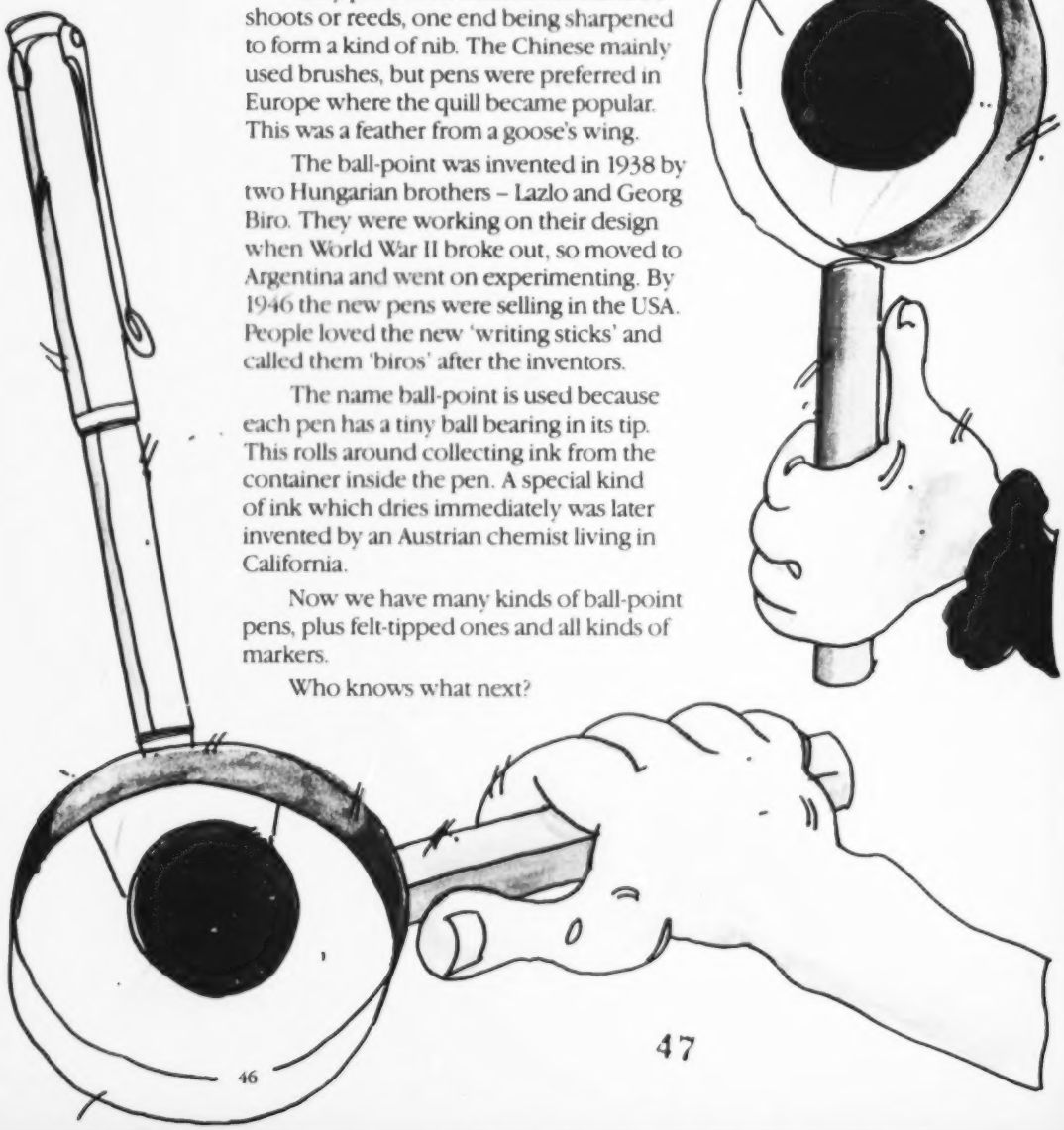
The ball-point was invented in 1938 by two Hungarian brothers – Lazlo and Georg Biro. They were working on their design when World War II broke out, so moved to Argentina and went on experimenting. By 1946 the new pens were selling in the USA. People loved the new 'writing sticks' and called them 'biros' after the inventors.

The name ball-point is used because each pen has a tiny ball bearing in its tip. This rolls around collecting ink from the container inside the pen. A special kind of ink which dries immediately was later invented by an Austrian chemist living in California.

Now we have many kinds of ball-point pens, plus felt-tipped ones and all kinds of markers.

Who knows what next?





The history of mail delivery

The Roman Emperor Diocletian (who lived around 300 AD) set up the first postal system. He used runners at first, rather like a relay race, with each one handing over the message to the next man. Later, riders took over, but now they needed somewhere to rest and change horses. Special houses were built and a post was set up on the side of the road to mark these. And that's where our name Post Office comes from!

In 1450, King Louis XI of France set up on all highroads, at spaces of 4 leagues apart (that's around 19km), a number of post houses. But only the King was allowed to use this postal system. He employed regular messengers and their coming was announced with blasts from golden horns.

You had to be careful writing letters in the early days in England and France. Often only kings and high court officials were allowed to do this, so being caught with a letter that wasn't by one of these could mean losing your head. As the postman was the King's courier, a man of great importance, you couldn't very well keep it quiet. Even being accused of delaying the King's courier meant an appointment with another important fellow – the Chief Executioner!

First posties in Australia were the boatmen who carried goods from Sydney to Parramatta. They were allowed to charge twopence per letter. Unfortunately, they handed them over without checking whether the person asking for the letter or parcel really was the one it was addressed to, so in 1810 the Lieutenant-Governor appointed Isaac Nichols as the first Postmaster.

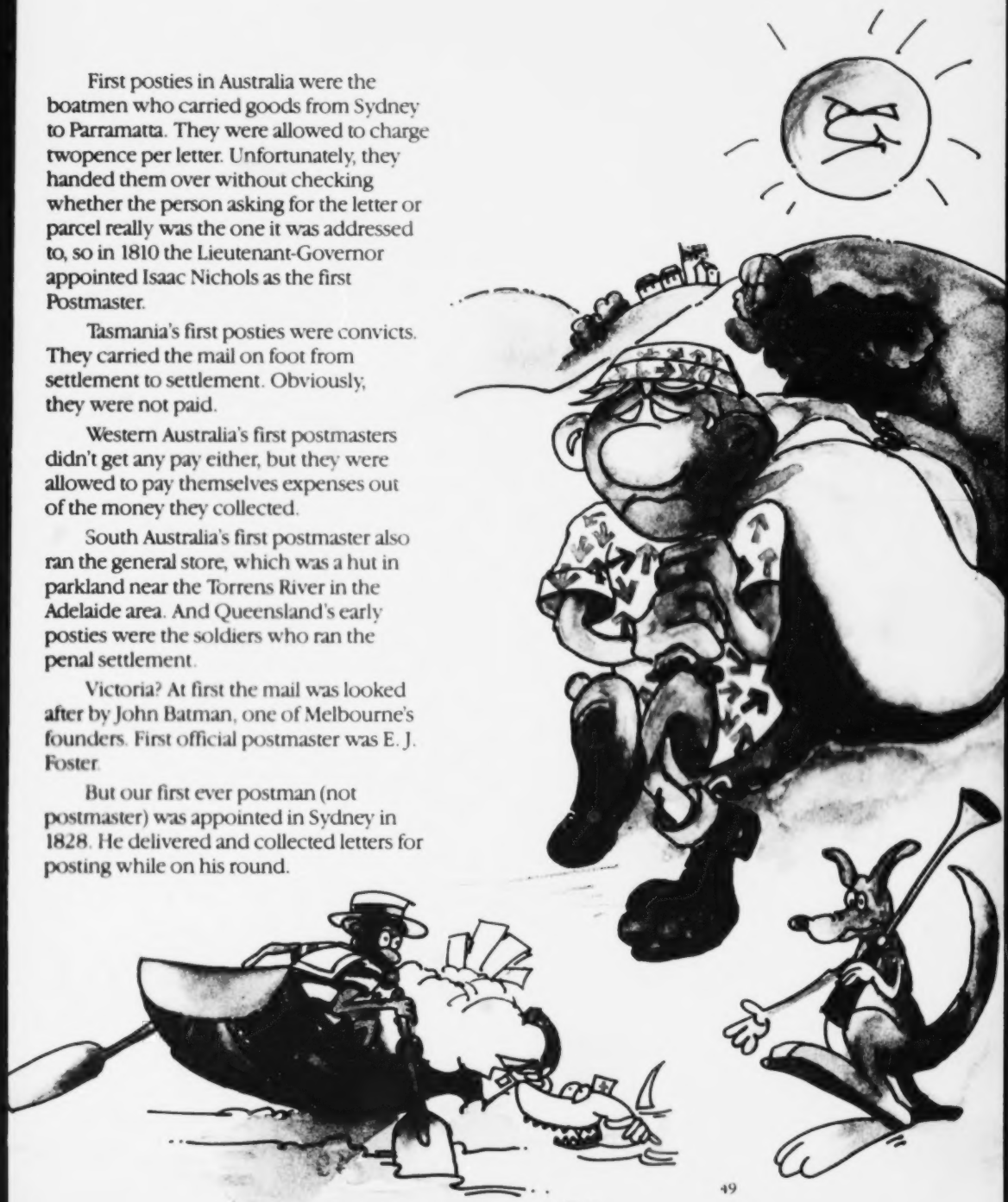
Tasmania's first posties were convicts. They carried the mail on foot from settlement to settlement. Obviously, they were not paid.

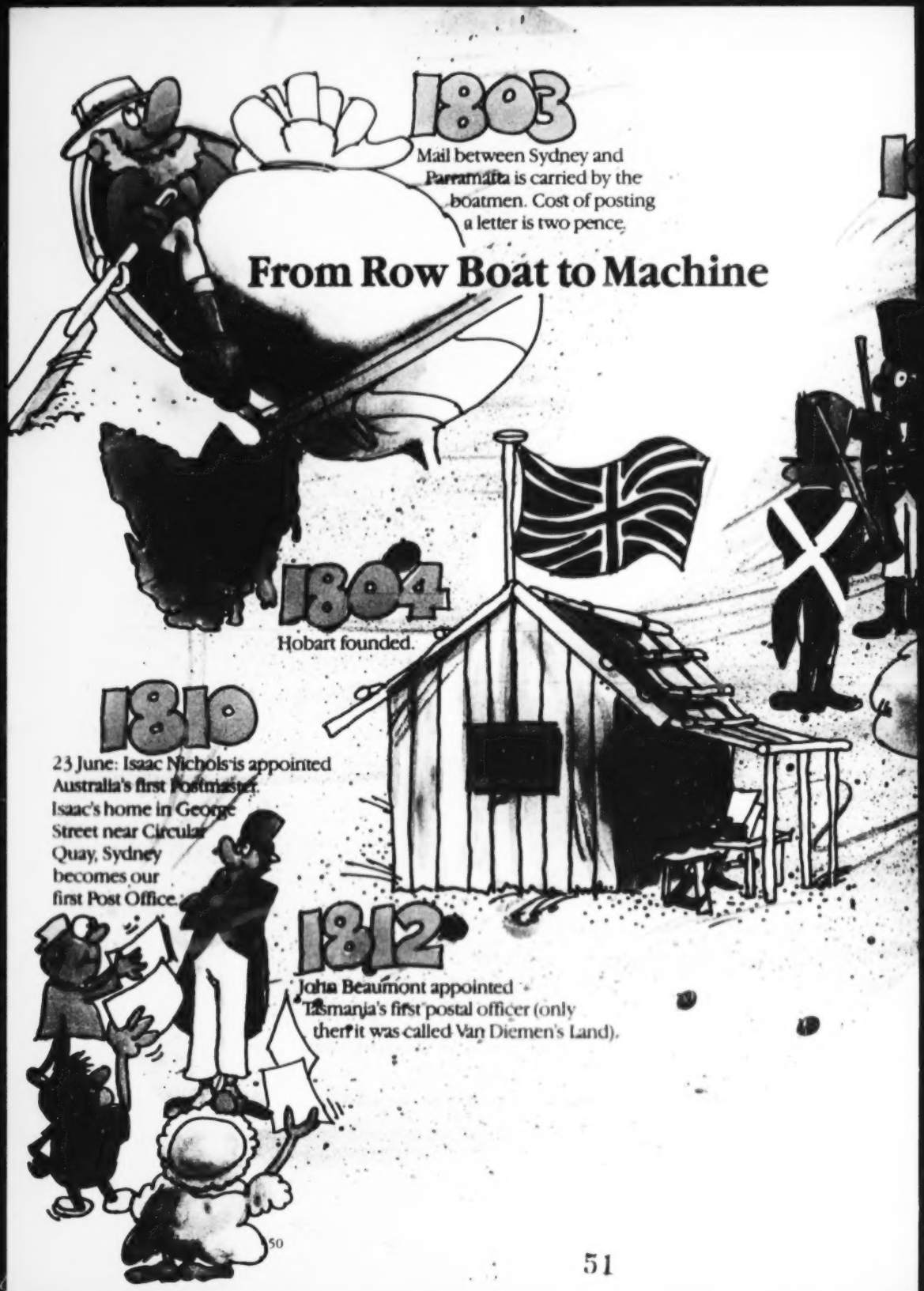
Western Australia's first postmasters didn't get any pay either, but they were allowed to pay themselves expenses out of the money they collected.

South Australia's first postmaster also ran the general store, which was a hut in parkland near the Torrens River in the Adelaide area. And Queensland's early posties were the soldiers who ran the penal settlement.

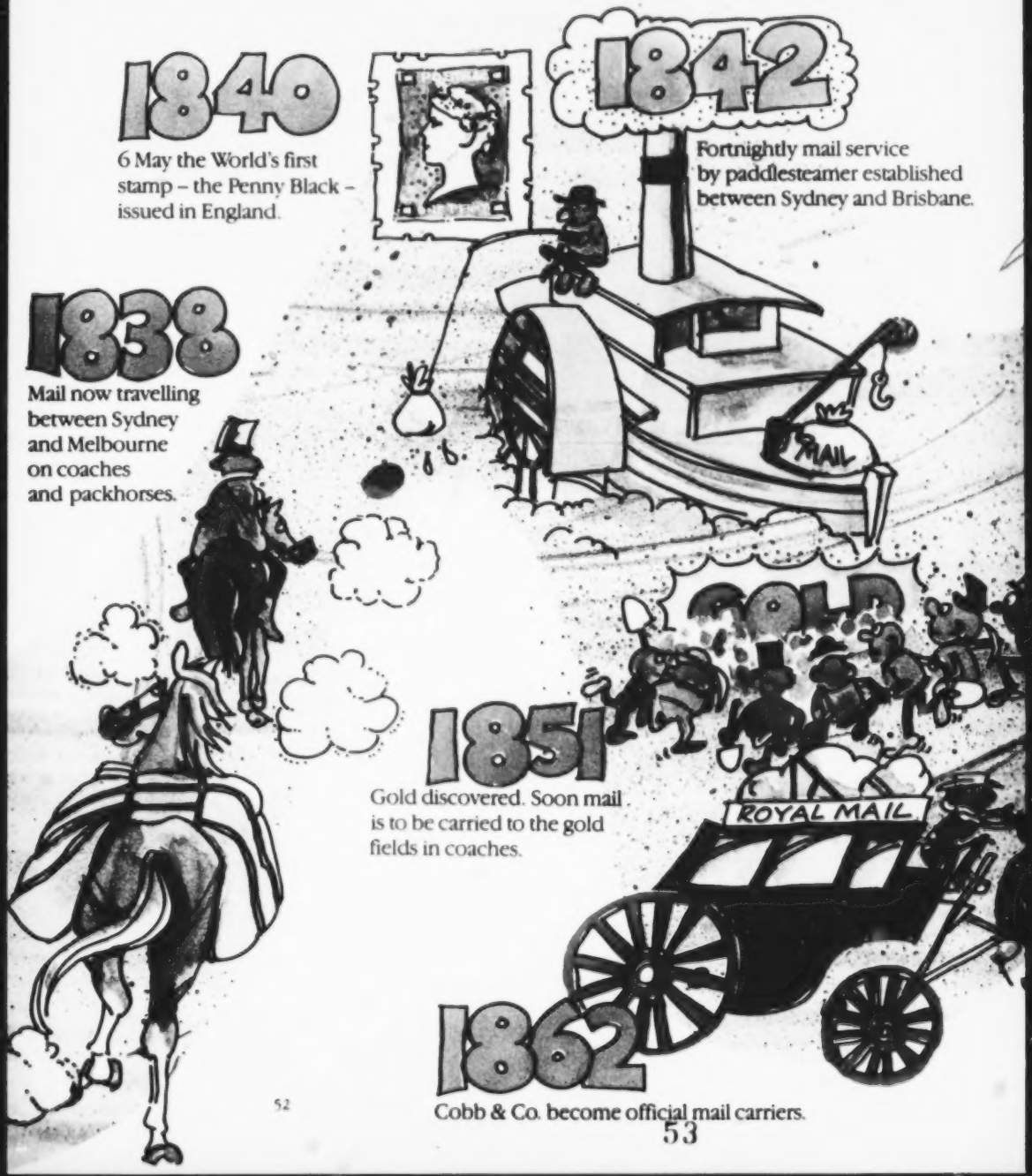
Victoria? At first the mail was looked after by John Batman, one of Melbourne's founders. First official postmaster was E. J. Foster.

But our first ever postman (not postmaster) was appointed in Sydney in 1828. He delivered and collected letters for posting while on his round.




1803
Mail between Sydney and Parramatta is carried by the boatmen. Cost of posting a letter is two pence.
From Row Boat to Machine
1804
Hobart founded.
1810
23 June: Isaac Nichols is appointed Australia's first Postmaster. Isaac's home in George Street near Circular Quay, Sydney becomes our first Post Office.
1812
John Beaumont appointed Tasmania's first postal officer (only then it was called Van Diemen's Land).

24
First settlement of Brisbane. Mail is looked after by the soldiers there.
1828
Australia's first postman, George Panton, is appointed in Sydney.
1829
Perth founded and Commander M.J. Currie becomes first Western Australian Postmaster.
1830
In Queensland William Whyte becomes part-time Postmaster.
1831
In Tasmania, Senior Postmaster, Mr Collicott has an adventure. First his horse and some of his mail is stolen. Then he decides to walk home but is attacked by Aborigines before he gets there.
1835
Melbourne founded.
1836
Adelaide's first settlers arrive.
1837
South Australia and Victoria both get their first Postmasters. Thomas Gilbert for South Australia, E.J. Foster for Victoria.


1840
6 May the World's first stamp – the Penny Black – issued in England.
1842
Fortnightly mail service by paddlesteamer established between Sydney and Brisbane.
1838
Mail now travelling between Sydney and Melbourne on coaches and packhorses.
MAIL
GOLD
1851
Gold discovered. Soon mail is to be carried to the gold fields in coaches.
ROYAL MAIL
1862
Cobb & Co. become official mail carriers.

JERILDERIE
POST OFFICE
1879
February. The Kelly gang raids the Post Office at Jerilderie, NSW.
1901
Australia becomes a Commonwealth. Beginning of the Postmaster-General's Department (PMG).
1914
First mail carried by air from Melbourne to Sydney.
1919
First overseas airmail between England and Australia.
1939
Australians now post over 1,000 million articles a year.
1967
Introduction of Postcode.
1975
PMG Department divided into two commissions, Australia Post and Telecom. 1 July, 1975 AUSTRALIA POST BEGINS!
1984
The beginning of electronic mail.
1986
Australians now post over 3,000 million articles a year.

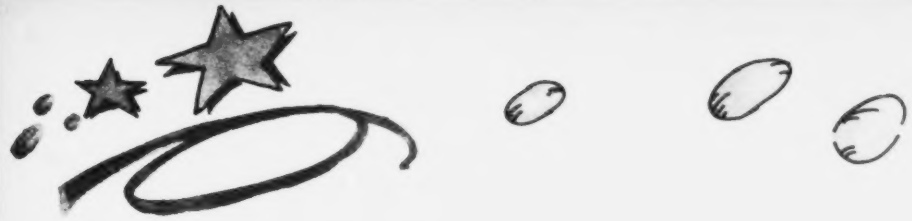
Abracadabra! – Electronic mail

You know how in fairy stories the magician says a magic word and the hero or the princess is suddenly whisked off to the top of a tower far away from anywhere? Or how in your favourite space movie people are teleported from the space ship to the strange planet?

Well, Australia Post is almost as clever. Not at sending people (well, not yet anyway), but at sending messages around Australia and across the world just by pressing a button.

This kind of mail is called electronic mail and it works like this. There are machines called facsimile machines (that's pronounced fack-sim-ill-ee) in certain post offices all around Australia. They are rather like long distance copiers and are linked together by telephone.

Let's say you want a message sent from Brisbane to Adelaide. The sending operator dials the phone number of the machine in Adelaide, then presses a button to connect the two (no good waiting for it to say 'Hello'!). Next she or he puts the page that's to be copied through the Brisbane machine. This is read by something called an optical scanner which moves along one line at a time turning the print or diagram into electronic pulses (like the pulse in your wrist) which it sends along the telephone line. Down in Adelaide the other machine turns these pulses back into words or a picture and sets off a thermal printer. Hey presto – out comes your message!



The name of this service is INTELPOST and it has all kinds of magic tricks up its sleeve. Want to send a message to your grandmother in Perth? Call INTELPOST and an Australia Post express courier driver will pick up your letter from your home in, say Sydney, and whisk it to the nearest centre. Into the facsimile machine it goes, across to Perth INTELPOST office it flashes, another courier driver rushes it out to Gran's house – all within 2 hours!

Or what about that pen friend in London? Thanks to time changes (Australia is ahead of most other countries) INTELPOST can work a special kind of magic. A message sent from Melbourne at 4 pm will actually arrive at a London post office at 7 am – THAT SAME DAY! Your friend could be reading the letter you wrote during your lunch hour, while having his or her lunch.

Almost as good as having a magic wand, isn't it?

And we're not finished yet.

Would you believe that you can 'post' a letter just by picking up the phone? Or that you can write to 1000 people at once?

The magic wizards of course, are the Australia Post micro-computers and printers which are also linked up through a special data-switching telephone system called E-POST.

If you have a home computer, you'll know that you can use special telephone lines to link up with a friend's computer so that you can send messages to each other. E-POST works the same way, but prints the message so it looks like a business letter. Then it is popped into an envelope and delivered to the person it's addressed to. All the sender need do is dictate the letter over the phone – two hours later it's being read somewhere far away. Businesses can hand over a list of addresses and sure enough, E-POST will see that every name on the list gets that message, even if there are 1000 of them.

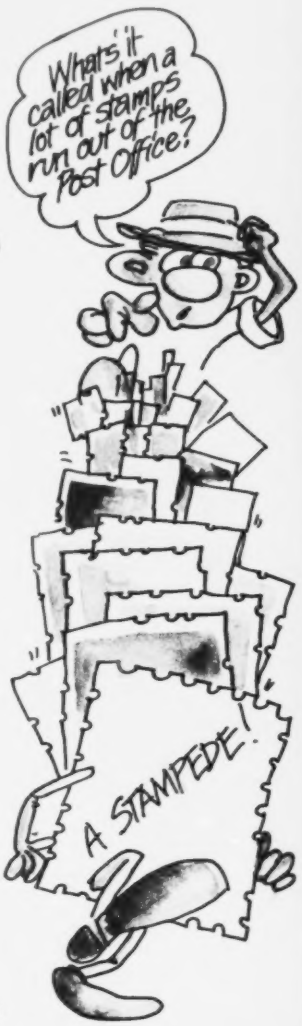
Back in 1852 Sydney people were excited about the fact that they were to have a monthly mail service between Australia and England. Wonder if they'd have believed it if they'd been told that one day mail would flash around the world in only two hours?

For a really special birthday greeting you could send an IMAGEGRAM through INTELPOST. They'll provide a special facsimile form on which you draw your design and write your message.

It will arrive at your friend's house within two to four hours.

And what's more, this super quick message can be delivered in an attractive plastic cover with an extra greeting card.

So you see, wishing rings and genies in bottles are old hat. Australia Post is all you need!



By gum,

Fascinating facts about stamps...

Why do we need stamps?

Stamps are the way we pay Australia Post for delivering our mail. Before they were invented, the person getting the letter or parcel had to pay, which meant the postie had to wait or maybe call several times if the person wasn't home.

Who invented stamps?

When the gummed label was invented in the 1830's, Sir Roland Hill, who later was in charge of Great Britain's postal system, urged that this was just right for letters. So on 6 May 1840 Great Britain issued the Penny Black – first stamp in the world.

It got its name because it cost only one penny and was printed in black. The picture, or design, showed the head of the young Queen Victoria who had come to the throne three years before.

Before long many other countries had copied the idea and were issuing their own stamps.

When did Australia get stamps?

Not many people know that Australia was the first country in the world to have pre-paid mail. In 1838, New South Wales had special stamped impressions on sheets of notepaper.

The first stamps were issued in Victoria and New South Wales in 1850.

At first, every state had its own stamps. Local postage was one penny but it cost more to send mail to another colony or overseas.

After Federation in 1901, a single postal system was formed and Australia's first stamps were issued in 1913.

I'm stuck!

How many kinds of stamps are there?

There are three main kinds.

1. Commemorative stamps: These are the ones put out for a special event such as the Olympic Games or an anniversary such as Australia Day. Our annual Christmas stamp is one of these.
2. Special issue stamps. These are usually stamps on a popular theme. They are on subjects such as Australian sports or history or famous people.
3. Definitive stamps. These are the ones you see almost every day on the family mail. Usually they show flowers, animals, birds, marine life or famous Australian paintings.

One thing they all have in common – wriggly edges. That's because Post Offices get their stamps all joined together in large sheets. Tiny holes called perforations have been made so the stamps can be torn off easily.

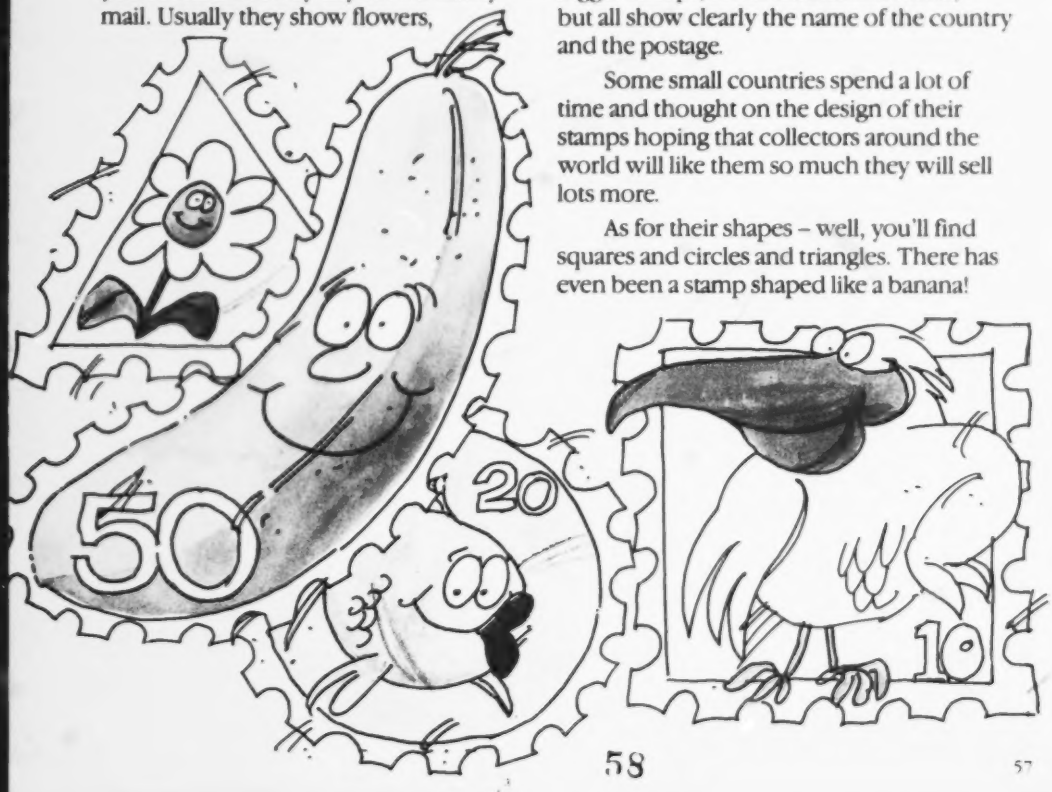
Oh, yes, and they all have glue on the back!

Do all countries have the same kinds of stamps?

More or less the same. Some have bigger stamps, some have smaller ones, but all show clearly the name of the country and the postage.

Some small countries spend a lot of time and thought on the design of their stamps hoping that collectors around the world will like them so much they will sell lots more.

As for their shapes – well, you'll find squares and circles and triangles. There has even been a stamp shaped like a banana!



Why do people collect stamps?

People in every country have always enjoyed collecting things – coins, special spoons, books, pictures. Many think stamps are the best of all. After all, there are plenty of stamps around – millions a day used in Australia alone! But stamp collectors don't all do it the same way.

Some collect rare or special stamp issues, some look for ones that show odd or out of the way places. Others look for stamps that are all the same colour or concentrate on one theme. Birds and animals are the most popular. So are flowers and plants and stamps that tell of a country's folklore – its songs and stories.

And because the rare stamps are very valuable every collector lives in hope of finding one of these treasures.

When did people begin collecting stamps?

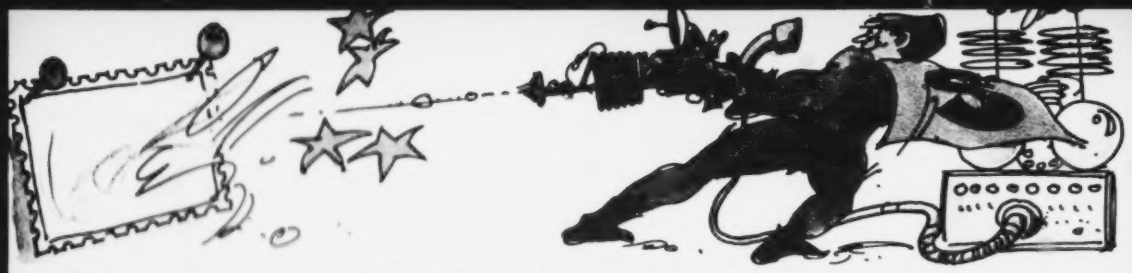
Almost as soon as stamps were invented, people started collecting them.

Stamp collecting is called Philately (that's pronounced Fill-at-ell-ee) and it's known that the first Australian Philatelic (Fill-a-tell-ick) Magazine was published in 1879.

If you would like to become one of Australia's bunch of stamp collectors (there are at least 1,000,000 of them!), but don't know how to start, you can get a Stamp Collecting Kit from larger Post Offices. (Good idea for birthdays or Christmas.)
If you would also like to be kept up to date on what's happening in the world of stamps, you can receive a special magazine from Australia Post called the Australian Stamp Explorer. It's free! Just write to the Australian Stamp Explorer, P.O. Box 511, South Melbourne, Vic. 3205. Include your full name, address, date of birth and whether you are male or female and ask for your name to be added to the mailing list.
You will receive at least four magazines a year, all free.

That's interesting

Believe it or not, one of the first stamp albums in the world was a bedroom wall. The collector was a young English woman. She thought this new invention was wonderful and began



sticking all the stamps she could find on the wall beside her bed. But she didn't get enough letters to keep up her supply, so in 1841 she put an advertisement in a newspaper asking for used stamps.

The Post Office people were a bit worried about this. They thought she was planning to use the stamps again. But no, she just wanted to finish wallpapering her bedroom!

Australia's rarest stamp is the Western Australia 'inverted swan' (that means it was accidentally printed the wrong way round). The first known example was discovered in Ireland in 1863. It can now be seen in the Dublin Museum and there's also another in the British Museum.

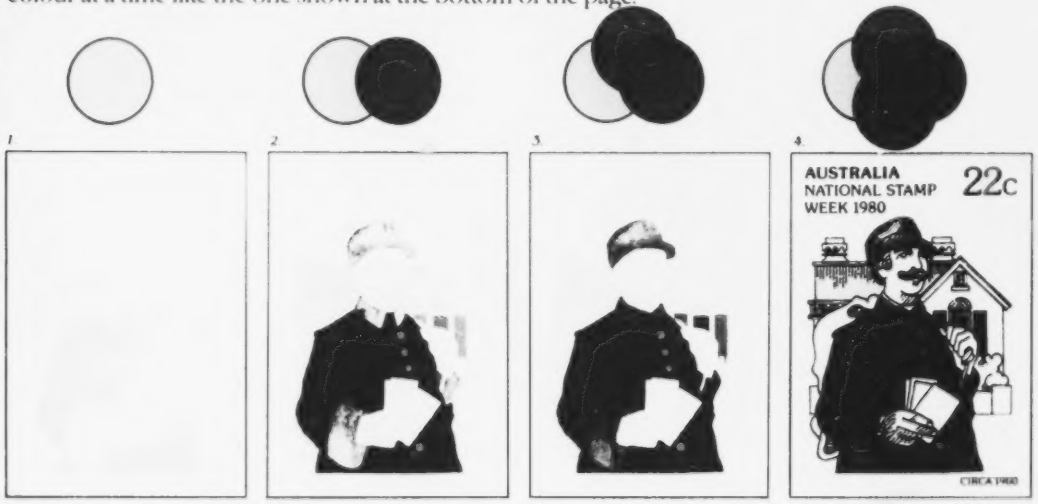
How are stamps made?

Australia Post has a group of people whose job it is to put out new stamps. The first drawings are at least four times as big as the finished stamp, but have to be simple so the picture will still be clear when it's shrunk down to stamp size.

Sometimes the finished art work is a painting, sometimes it's a photograph, sometimes it's in pencil or even just lettering.

To make the design that commemorated Australia Post's electronic mail service, the artist used a krypton laser to produce red shapes and an argon-ion laser for the blues and greens. The images were projected on to a screen and then photographed. (Sounds like something Superman would do, doesn't it?)

The interesting part is the colour printing which is done in stages, one colour at a time like the one shown at the bottom of the page.



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LETTER

A dead letter or parcel is one that can't be delivered.

Why?

Perhaps the sender hasn't addressed it properly and has forgotten to put his or her return address.

Perhaps the person to whom the letter is being sent has moved away and not left a forwarding address.

So . . . to make sure that never happens to one of your letters . . .

THE F.L.W.'s LIST OF LETTER WRITING DO's

- Do put the person's surname.
- Do put the number of the house and the name of the street.
- Do put the name of the suburb or town IN CAPITALS.
- Do put the name of the State or Territory IN CAPITALS.
- DO USE THE POSTCODE.

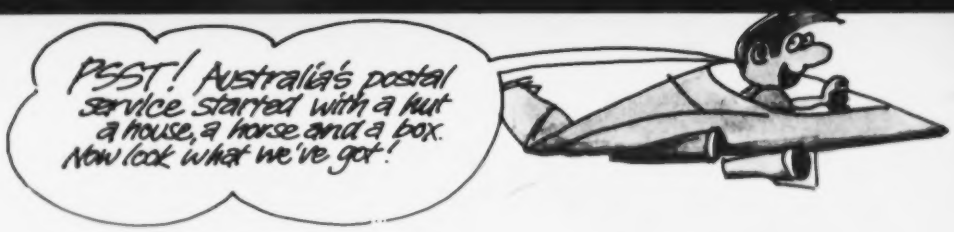
THE F.L.W.'s LIST OF LETTER WRITING DON'Ts

- Don't use punctuation marks in the bottom line of the address.
- Don't underline the bottom line of the address.
- Don't forget to check that you have the right address. (If a friend moves, put his or her new address in your book as soon as you get it and cross out the old one.)

More information:

- When writing to someone who lives in a flat or unit, show the flat number before the street number eg FLAT 6/306 Smith Street.
- When writing to a box number, set it out on one line, like this:
  GPO BOX 645D
- When writing overseas, put the country on the last line IN CAPITALS.

alive,
Correct addressing saves us guessing!
Maria Giuseppi
27 Waratah St
DAMPERVILLE NSW 2998
AUSTRALIA
NB
State and postcode on same line as the town
Start each line directly underneath the one above
Always leave a space between the state and the postcode
Your return address on the back
No punctuation
Capitals for the town
16 Waltzing Matilda Cres
OUTBACK TOWN NT 5999
Dear Gran,
It was great to get your present today
Sender : Joseph Edwards
16 Waltzing Matilda Cres
OUTBACK TOWN NT 5999



Getting it right

Common Abbreviations
To use when addressing letters and parcels:

People: Mr Mrs Miss Ms

Addresses:

St for Street	Cres for Crescent
Rd for Road	Hwy for Highway
Ave for Avenue	Pl for Place
Drv for Drive	Gv for Grove
Pde for Parade	Cnr for Corner
Sq for Square	Cl for Close
Tce for Terrace	Bld for Boulevard
Crt for Court	

States and Territories:

New South Wales	NSW
Victoria	VIC
Queensland	QLD
Western Australia	WA
South Australia	SA
Tasmania	TAS
Northern Territory	NT
Australian Capital Territory	ACT

Postcodes:

State	Code Range
New South Wales and Australian Capital Territory	2000-2999
Victoria	3000-3999
Queensland	4000-4999
South Australia and Northern Territory	5000-5999
Western Australia	6000-6999
Tasmania	7000-7999

Remember: If you don't have a Postcode Booklet you can find the postcodes in your telephone book.

WRAPPING-
getting it right
Got something that won't fit in an ordinary envelope? Why not send it in a special large envelope (padded bag) box or tube that you can buy at your local Post Office You can get all sizes to fit
the smallest or biggest present (Well almost - don't try to send an elephant!)
POST
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Australia Post